

BOARD OF COUNTY  
COMMISSIONERS

FRANK EMORY, Chairperson  
8466 Hwy 41 West  
Richlands, NC 28574

MIKE HADDOCK, Vice-Chairperson  
2314 Wyse Fork Road  
Trenton, NC 28585

ZACK KOONCE  
1539 Ten Mile Fork Road  
Trenton, NC 28585

SONDRA IPOCK RIGGS  
862 Riggstown Rd.  
Pollocksville, NC 28573

JOSEPH F. WIGGINS  
641 Richlands Road  
Trenton, NC 28585



418 Hwy 58 North, Unit A  
TRENTON, NORTH CAROLINA 28585  
(252) 448-7571 FAX (252) 448-1072

COUNTY MANAGER

FRANKY J. HOWARD  
418 Hwy 58 North, Unit A  
Trenton, NC 28585

COUNTY ATTORNEY

JIMMIE B. HICKS  
P.O. Drawer 889  
New Bern, NC 28563

CLERK TO THE BOARD

ANGELICA HALL  
418 Hwy 58 North, Unit A  
Trenton, NC 28585

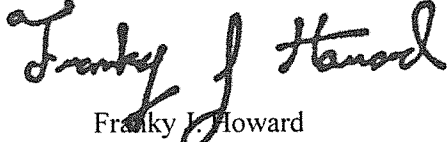
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**JONES COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING  
JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET  
TRENTON, NC 28585**

**AGENDA – June 19, 2017**

- 7:00 p.m. Invocation/Pledge of Allegiance
- 7:02 p.m. Approval of Agenda
- 7:04 p.m. Approval of Minutes – Regular Meeting on June 5, 2017
- 7:05 p.m. Public Comment Period (*Three minute limit per speaker*)
- 7:10 p.m. Dr. Rusty Hunt, President of Lenoir Community College
  - 1. Update from LCC
- 7:15 p.m. Franky Howard, County Manager
  - 2. Tax Collection Report
  - 3. Fire/Ems per Call Payment
  - 4. Budget Amendments #62-64
  - 5. Home and Community Care Block Grant for Older Adults
    - County Funding Plan FY 2017-18
  - 6. Interlocal Agreement with Onslow County for CDC Public Health Preparedness
  - 7. Clifton Mills Retirement Announcement
  - 8. County Leadership Forum on Opioid Abuse
  - 9. Year-end Close out Meeting June 29<sup>th</sup> at 7 pm
  - 10. Water Treatment Plant Test Well Bid Award
  - 11. Closed Session per NCGS 143-318.11(a)(3) John Hall vs. Jones County

7:40 p.m. County Manager's Report  
7:45 p.m. Commissioner's Reports  
7:50 p.m. Public Comment Period (*Two minute limit per speaker*)  
8:00 p.m. Adjourn

  
Franky J. Howard  
County Manager

June 5, 2017 8:30 A.M.

**JONES COUNTY BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET**

**TRENTON, NC 28585**

**MINUTES**

**COMMISSIONERS PRESENT:**

Frank Emory, Chairperson  
Mike Haddock, Vice-Chairperson  
Zack Koonce, Commissioner  
Sondra Ipock-Riggs, Commissioner  
Joseph Wiggins, Commissioner

**OFFICIALS PRESENT:**

Franky J. Howard, County Manager  
Angelica Hall, Clerk  
Brenda Reece, Finance Officer

**COMMISSIONERS ABSENT:**

The Chairperson called the meeting to order. Commissioner Zack Koonce gave the invocation. **MOTION** was made by Commissioner Joseph Wiggins, seconded by Commissioner Zack Koonce unanimously carried **THAT** the agenda be **APPROVED** as presented.

**MOTION** made by Commissioner Mike Haddock, seconded by Commissioner Sondra Ipock-Riggs, and unanimously carried **THAT** the minutes for Regular Meeting on May 15, 2017, Special Meeting May 15, 2017, and Closed Session March 6, 2017, April 18, 2017, and May 1, 2017 be **APPROVED** as presented.

**PUBLIC COMMENT PERIOD:**

Mr. Gerald Bryant requested the Board appoint someone to the Board of Coastal Community Action, due to his appointment date ending on June 30, 2017.

**1. BUDGET PUBLIC HEARING**

**MOTION** made by Commissioner Zack Koonce, seconded by Commissioner Joseph Wiggins and unanimously carried **THAT** the Board go into public hearing for public comments related to the 2017-2018 Budget.

No public comments.

**MOTION** made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Zack Koonce and unanimously carried **THAT** the Board close public hearing.

**2. APPROVAL OF THE 2017-2018 BUDGET ORDINANCE AND FEE SCHEDULE**

Mr. Franky Howard, County Manager, explained to the Board that there were two options for the 2017-18 Budget. Plan A, is a budget with an 84 cent tax rate and \$315,000 in legal fees for anticipated services needed to support the Federal Lawsuit that is currently ongoing. Plan B, is a Budget with a tax rate of 81 cent and \$75,000 for legal fees. **MOTION** made by

Commissioner Joseph Wiggins, seconded by Commissioner Sondra Ipock-Riggs and carried **THAT** the 2017-2018 Budget Ordinance, Plan A and Fee Schedule be approved as presented. Motion was **OPPOSED** by Commissioner Zack Koonce. A copy of this Budget Ordinance, Plan A and Fee Schedule is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

### **3. BUDGET AMENDMENTS #58-61**

Mr. Franky Howard, County Manager, presented the Board with Budget Amendments #58-61 to keep the County in line with expenditures. **MOTION** made by Commissioner Mike Haddock, seconded by Commissioner Joseph Wiggins and unanimously carried **THAT** Budget Amendments #58-61 be **APPROVED** as presented. A copy of the Budget Amendments #58-61 is marked **EXHIBIT B** and is hereby incorporated and made a part of the minutes.

### **4. EAST CAROLINA WORKFORCE BOARD APPOINTMENTS**

Mr. Franky Howard, County Manager, presented the Board with a letter requesting the reappointment of Frank Emory and Norma Sermon-Boyd to the East Carolina Workforce Development Board. **MOTION** made by Commissioner Zack Koonce seconded by Commissioner Mike Haddock and unanimously carried **THAT** the reappointment of Frank Emory and Norma Sermon-Boyd to the East Carolina Workforce Development Board be **APPROVED** as presented. A copy of the reappointment letter is marked **EXHIBIT C** and is hereby incorporated and made a part of the minutes.

### **5. DSS BOARD APPOINTMENT**

Mr. Franky Howard, County Manager, presented the Board with a request to reappoint Mrs. Phoebe Emory to the DSS Board for her first, full, 3-Year term effective July 1, 2017. **MOTION** made by Commissioner Zack Koonce, seconded by Commissioner Sondra Ipock-Riggs and unanimously carried **THAT** the reappointment of Mrs. Phoebe Emory to the DSS Board be **APPROVED** as presented.

### **6. DANGEROUS DOG APPEAL BOARD, SUB-COMMITTEE APPOINTMENT**

Mr. Franky Howard, County Manager, presented the Board with a request from the Health Board to create a Sub-Committee to handle Dangerous Dog Appeals. The recommendation is to approve the Board of Health Chairperson to appoint an "ad hoc" subcommittee to hear appeals from determinations made as to whether a dog is a potentially dangerous dog. **MOTION** made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Mike Haddock and unanimously carried **THAT** the request be **APPROVED** as presented.

### **7. JOINT LAND USE STUDY (JLUS) UPDATE/MEETING**

Mr. Franky Howard, County Manager, presented the Board with information and provided an update on the Marine Corp Air Station Cherry Point Joint Land Use Study (JLUS). Mr. Howard explained that about 18 months ago Jones County was approached about being added to the JLUS due to the fact that Oak Grove OLF is in Jones County and falls under the command of MCAS Cherry Point. Mr. Howard stated that Jones County had finally been formally approved to be added to the JLUS by the Office of Economic Adjustment.

## **PUBLIC COMMENT**

None

## **COUNTY MANAGER'S REPORT**

No Report

## **COMMISSIONER'S REPORTS**

*Commissioner Sondra Ipock-Riggs*, spoke to the Board about citizens windshields being broken due to the gravel on the roads that are under construction.

*Commissioner Mike Haddock* requested an update on FSA and a timeframe when they will be returning to Jones County.

*Commissioner Zack Koonce*, requested an update on the Civic Center damage.

**MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Sondra Ipock-Riggs, and unanimously carried **THAT** the meeting be **RECESSED** until 7:00 pm.

Meeting Reconvened at 7:30 p.m.

**MOTION** made by Commissioner Zack Koonce, seconded by Commissioner Sondra Ipock-Riggs, and unanimously carried **THAT** the meeting go into **CLOSED** session pursuant to NCGS 143.318. 11(a)(3), attorney/client matters to discuss the Complaint for Declaratory and Injunctive Relief:

John Hall, Elaine Robinson-Strayhorn, Lindora Toudle, Thomas Jerkings; Plaintiffs

v.

Jones County Board of Commissioners; Franky Emory, in his official capacity as Chairman; W. Michael Haddock, in his official capacity as Vice Chairman; Zack A. Koonce III, in his official capacity as Commissioner; Sondra Ipock-Riggs, in her official capacity as Commissioner; Joseph F. Wiggins in official capacity as Commissioner; Franky J. Howard, in his official capacity as Jones County Manager; Jones County Board of Election; Will H. Brock in his official capacity as Chairman of the Board of Elections; Defendants

Motion made by Commissioner Sondra Ipock-Riggs seconded by Commissioner Zack Koonce, and unanimously carried **THAT** the meeting go out of **CLOSED** session.

**MOTION** made by Commissioner Zack Koonce, seconded by Commissioner Joseph Wiggins and unanimously carried **THAT** the meeting be **ADJOURNED** at 8:15 p.m.

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Frank Emory  
Chairman

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Angelica Hall  
Clerk to the Board

**JONES COUNTY, NORTH CAROLINA**  
2017 - 2018 BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Jones County, North Carolina on the 5th day of June, 2017 to be effective as of the 1st day of July, 2017.

**Section 1 A. (Fund 11)** The following accounts are hereby appropriated in the **General Fund** for the operation of the County Government and its activities for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Governing Body	110,654
Insurance	280,965
Administration	225,413
Finance	318,733
Tax Office	423,463
Legal Services	390,000
Jury Commission	2,346
CSC Facility Fees	55,829
Board of Elections	141,563
Register of Deeds	141,537
Computer	160,000
Public Buildings	330,110
Housekeeping	91,433
Building Improvement	100,000
Sheriff	1,400,346
County Jail	869,100
Building Inspector	74,582
Communications System	275,598
Fire & Rescue	297,433
Medical Examiner	10,000
Emergency Management	76,749
Emergency Medical Services	720,558
Mosquito/Vector Control	8,000
Solid Waste	365,679
Landfill	98,009
State Forest Protection	79,130
Planning	8,692
Economic Development	268,453
Extension	172,285
Soil Conservation	111,329
Health – General	392,723
Rabies Control	2,650
Other Services	5,000
Tuberculosis	3,377
Immunization Action Plan	13,192
Community Alternatives Program (CAP)	80,268
Healthy Communities	39,984
Breast and Cervical Cancer Control Program (BCCCCP)	6,375
Breastfeeding Peer Counseling Program (BFPC)	8,000
NC Wisewoman	7,131
Maternal Health	13,501
Child Health	23,744
Care Coordination for Children (CC4C)	20,905

Family Planning	55,733
Women, Infants, and Children (WIC)	43,092
School Health Nurse	75,000
Diabetes	22,000
Ebola Preparation and Response	-
Environmental Health	24,414
Food and Lodging	20,893
Pregnancy Care Management (PCM)	28,471
Bioterrorism-Preparedness	30,993
HIV/STD	4,765
Communicable Disease	9,778
Mental Health	23,606
Social Services Administration	1,762,304
Workfirst	60,831
Supplemental Assistance	74,500
General Assistance	5,000
State Foster Care	36,062
County Foster Care	8,000
IV-E Foster Care	82,930
Medicaid Transportation	215,000
Aid to Blind	3,500
Adoption Assistance	17,071
Crisis Intervention	51,467
Low Income Energy Assistance Program	51,467
Duke Energy Neighbor	16,483
Food Stamp EBT	5,651
Child Support Officer	107,600
Social Services Block Grant (SSBG)	19,083
Home and Community Care Block Grant (HCCBG)	127,645
Veterans Officer	22,711
Daycare	300,000
Jones County Senior Citizens	66,599
Rural Transportation	102,601
Schools Current Expense	1,820,112
School Capital I, II, III	495,653
School Capital Outlay	65,000
Lenoir Community College	104,858
County Libraries	93,720
Recreation	79,475
Juvenile Justice Council	86,595
Arts Council	1,775
Civic Center	78,009
Non-Departmental	135,700
<b>Total Expenditures</b>	<b>14,660,986</b>



**Section 1 B.** It is estimated that the following revenues will be available in the **General Fund** for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Property Tax	6,979,450
Sales Tax	1,757,000
Interest	30,000
License, Permits, and Fees	643,800
Service Fees and Other Revenues	625,880
Intergovernmental Revenues - Unrestricted	130,000
Intergovernmental Revenues - Restricted	459,945
Social Services Program Revenue	2,914,224
Public Health Program Revenue	543,307
Appropriated Fund Balance	442,380
Transfers	135,000
<b>Total Revenues</b>	<b>14,660,986</b>

**Section 1 C.** There is hereby levied a tax at the rate of eighty-four cents per one hundred dollars (\$100) valuation of taxable property listed as of January 1, 2017, for the purpose of raising revenue included in "Property Tax" in the General Fund in Section 1 B of this ordinance.

Jones County 2017 Tax Rate.....\$0.84

This rate of tax is based upon an estimated total assessed valuation of property for the purpose of taxation of \$831,188,362 and an estimated rate of collection of 96% during the fiscal year.

**Section 2 A. (Funds 30,31,33-36)** The following amounts are hereby appropriated in the **Fire District Funds** for the operation of volunteer fire departments for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Fire Districts	153,600
<b>Total Expenditures</b>	<b>153,600</b>

**Section 2 B.** It is estimated that the following revenues will be available to the **Fire District Fund** for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Comfort	14,300
Hargett's Crossroads	20,500
Pollocksville	46,000
Trenton	44,500
Wyse Fork	18,600
Township 7	9,700
<b>Total Revenues</b>	<b>153,600</b>

**Fund 30.** Whereas, the **Comfort Volunteer Fire Department** has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of **Comfort Fire District** for the purpose of supplementing revenue to meet valid obligations of the **Comfort Volunteer Fire Department** for fiscal year 2017-2018 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 per hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2017, located within **Comfort Fire District**. This rate of tax is based upon an estimated total assessed valuation of property for the purpose of taxation of \$44,702,550 and an estimated rate of collection of 96% during the fiscal year.

**Fund 31.** Whereas, the **Hargetts Crossroads Volunteer Fire Department** has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of **Hargetts Crossroads Fire District** for the purpose of supplementing revenue to meet valid obligations of the **Hargetts Crossroads Volunteer Fire Department** for fiscal year 2017-2018 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 per hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2017, located within **Hargetts Crossroads Fire District**. This rate of tax is based upon an estimated total assessed valuation of property for the purpose of taxation of \$64,139,402 and an estimated rate of collection of 96% during the fiscal year.

**Fund 33.** Whereas, the **Pollocksville Volunteer Fire Department** has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of **Pollocksville Fire District**, excluding the Pollocksville town limits, for the purpose of supplementing revenue to meet valid obligations of the **Pollocksville Volunteer Fire Department** for fiscal year 2017-2018 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 per hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2017, located within **Pollocksville Fire District**. This rate of tax is based upon an estimated total assessed valuation of property for the purpose of taxation of \$146,923,147 and an estimated rate of collection of 96% during the fiscal year.

**Fund 34.** Whereas, the **Trenton Volunteer Fire Department** has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of **Trenton Fire District**, excluding the Trenton town limits, for the purpose of supplementing revenue to meet valid obligations of the **Trenton Volunteer Fire Department** for fiscal year 2017-2018 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 per hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2017, located within **Trenton Fire District**. This rate of tax is based upon an estimated total assessed valuation of property for the purpose of taxation of \$140,390,679 and an estimated rate of collection of 96% during the fiscal year.

**Fund 35.** Whereas, the **Wyse Fork Volunteer Fire Department** has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of **Wyse Fork Fire District** for the purpose of supplementing revenue to meet valid obligations of the **Wyse Fork Volunteer Fire Department** for fiscal year 2017-2018 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 per hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2017, located within **Wyse Fork Fire District**. This rate of tax is based upon an estimated total assessed valuation of property for the purpose of taxation of \$47,836,164 and an estimated rate of collection of 96% during the fiscal year.

**Fund 36.** Whereas, the **Township 7 Volunteer Fire Department** has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of **Rock Creek Fire District** and the **Island Creek/Bear Run Fire District** for the purpose of supplementing revenue to meet valid obligations of the **Township 7 Volunteer Fire Department** for fiscal year 2017-2018 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.0272 per hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2017, located within **Rock Creek Fire District** and **Island Creek/Bear Run Fire District**. This rate of tax is based upon an estimated total assessed valuation of property for the purpose of taxation of \$43,534,739 and an estimated rate of collection of 96% during the fiscal year.

**Section 3 A. (Fund 60)** The following amounts are hereby appropriated in the **Water Enterprise Fund** for the operation of the county water enterprise for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Administration and Collections	372,785
Raw Water Supply	523,237
Water Construction	399,778
Transfer to Water Reserve	150,000
<b>Total Expenditures</b>	<b>1,445,800</b>

**Section 3 B.** It is estimated that the following revenues will be available to the **Water Enterprise Fund** for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Water Enterprise	1,445,800
<b>Total Revenues</b>	<b>1,445,800</b>

**Section 4.** Whereas it appearing to the Board for fiscal year 2017-2018:

THAT the estimated amount of TAX LEVY is	6,978,698
THAT the total estimated uncollected taxes is	279,148
REVENUES to be raised from Ad Valorem Taxes	6,699,550
THAT the estimated revenues OTHER than Ad Valorem Taxes is	9,560,836
<b>THAT the total County budget is</b>	<b>16,260,386</b>

**Section 5.** The County Manager is hereby authorized to transfer appropriations among line items within the department for which the funds were originally appropriated.

The County Manager is hereby authorized to transfer appropriations, not to exceed \$10,000 per transfer, among departments within the Fund for which the funds were originally appropriated.

Adopted this 5th day of June, 2017 and becomes effective July 1, 2017.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

## Fee Schedule Changes

### Building Inspections

FY 16-17

	Residential	Commercial
<b>Solar Panels</b> *For Industrial Solar Farms, contact Inspections for price	\$400 + \$1 per panel	\$500 + \$5 per panel  *(# of panels x \$.25 + \$100)

FY 17-18

<b>Solar Panels</b>	\$250 Plus Plan Review, Compliance Fees and Electrical Permit Fees	\$500 Plus Plan Review, Compliance Fees and Electrical Permit Fees
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### Solid Waste

FY 16-17

Curbside Service	\$19 Month
Landfill Tipping	\$100 per ton or 5¢ per pound
	\$1.00 minimum

FY 17-18

Curbside Service	\$20 Month
Landfill Tipping	\$120 per ton or 6¢ per pound
	\$2.00 minimum

### Environmental Health

FY 16-17

Existing System with Expansion	100.00
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FY 17-18

Existing System with Expansion	200.00
Engineer Option Permit (New, Existing, or Repair System)	60.00

## Register of Deeds

FY 16-17

Deeds of Trust or Mortgages:	
First 15 pages	\$56.00
All additional pages	\$4.00

FY 17-18

Deeds of Trust or Mortgages:	
First 35 pages	\$64.00
All additional pages	\$4.00 per page



# JONES COUNTY



SCHEDULE OF FEES  
FISCAL YEAR  
2017-2018

BUILDING INSPECTIONS		
Permit Type	Residential	Commercial
Application Fee *Applied to each application, per trade, in addition to the fees listed below, and includes Compliance Fee*	\$50	\$100
<b>Building</b> New Construction/Renovation Plan Review Fee Certificate of Occupancy Fee Homeowner Recovery Fee	\$.14/total square feet \$50 \$25 \$10 (NC State Law for Residential)	\$.16/total square feet \$75 \$25
<b>Insulation</b>	\$.04/Heated Square Feet	\$0.06/Heated Square Feet
<b>Plumbing</b> New Construction/Renovation Sprinkler Systems Fuel Piping	\$.06/Heated Square Feet App. Fee + \$2 per Head App. Fee + \$5 per Connection	\$.10/Heated Square Feet App Fee + \$2 per Head App. Fee + \$10 per Connection
<b>Mechanical</b>	\$.06/Heated Square Feet	\$.10/Heated Square Feet
<b>Mechanical Change Out</b> *per unit/not including ductwork	\$50	\$50
<b>Electrical</b> Service: New/Replacement *per panel  Temporary Service Pole Generator Re-Inspect Property for Power Temp. Office Trailer Swimming Pool Bond Bulk Barns/Grain Bins Poultry or Livestock Barns Greenhouse (each) Individual Fixtures/Motors	\$.06/tsf + Service 0-199 amp \$50 Over 199 amps add \$10 each Additional 100 amps \$50 \$100 \$50 \$50 \$50 \$10 + Service, if added 1-10 = \$20, \$10 each, if > 10	\$.10/tsf + Service 0-199 amp \$50 Over 199 amps add \$10 each Additional 100 amps \$50 \$150 \$100 \$50 \$50 \$10 Each, Plus Service \$20 Each, Plus Service \$10 + Service, if added 1-10 = \$20, \$10 each, if > 10
<b>Modular Buildings</b>	See Buildings - Residential	See Buildings - Commercial
<b>Mobile Home – Single Wide</b>	\$305 *Total, Includes Trades	



<b>Mobile Home – Double Wide</b>	\$330 * Total, Includes Trades	
<b>Solar Panels</b>	\$250 Plus Plan Review, Compliance Fees and Electrical Permit Fees	\$500 Plus Plan Review, Compliance Fees and Electrical Permit Fees
<b>Demolition Permit</b>	\$50	\$100
<b>Signs or Billboards</b>		\$50 + electrical if applied
<b>Decks, Porches, Docks</b>	See Building – Residential	See Building - Commercial
<b>Miscellaneous – Fee for projects not otherwise listed</b>	\$50	\$100
<b>Re-Inspection Fee</b>	\$50 – First Failed Inspection \$75 – Second, and each additional Failed Inspection	\$50 – First Failed Inspection \$75 – Second, and each additional Failed Inspection
<b>Re-Issue Certificate of Occupancy or Compliance</b>	\$25	\$25
<b>Photo-Static Copy Fee</b>	\$.25 per page	\$.25 per page
<b>Fire Protection</b>		
3 Year Insurance Inspection	\$50	\$50
Fire Sprinkler Inspection	\$50	\$50
Fireworks Permit		\$50
Above Ground Tank Inspect.		\$100
Fire Suppression System	\$50	\$100
<b>DMV, DHHS, or ABC required Inspections</b>	\$50 Building Inspector \$50 Fire Inspector Each Trip	\$50 Building Inspector \$50 Fire Inspector Each Trip
<b>Floodplain Development Permit</b>	\$50	\$100
<b>Communications/Television/ Cellular/Utility Towers</b>		\$400 + Electrical

<b>PARKS and RECREATION</b>				
Program	Fee	Team	Monthly	Season
Basketball	\$20.00		4-6 Weeks	Winter
T-ball/Coach Pitch	\$20.00		4-6 Weeks	Spring/Summer
Soccer	\$20.00		4-6 Weeks	Fall
Summer Math & Reading	\$20.00			Summer (4 weeks)
Basketball Camp	\$20.00			Summer (1 week)
Golf Tournament	\$40/person			Spring (1 day)
Youth Basketball Tournament	\$90/Team			Spring

SOLID WASTE	
Curbside Service	\$20 Month
Curbside Service Deposit	\$50
Landfill Tipping	\$120 per ton or 6¢ per pound
	\$2.00 minimum
	\$25 Weight ticket

ENVIRONMENTAL HEALTH	
<b>Septic System:</b>	
Application/Site Evaluation/Construction Authorization	200.00
Existing System	75.00
Existing System with Expansion	200.00
Revisit Fee	50.00
<b>Repairs:</b>	
Reported by Owner	50.00
Reported by Other	150.00
Engineer Option Permit (New, Existing, or Repair System)	60.00
<b>Private Well Water:</b>	
New Well Application, Siting, Permitting & Inspection	200.00
Existing Well	75.00
<b>Water Samples:</b>	
Bacteria, Nitrate/Nitrite and Inorganic Analysis	75.00
Pesticides	75.00
Herbicides	75.00
Petroleum Products	75.00
Volatile Organic Compounds	75.00
Collection/Processing Fee (Per Site Visit)	25.00
<b>Public Swimming Pools:</b>	
Plan Review (Per Pool)	125.00
Operation Permit (First Pool)	125.00
Operation Permit (Each Additional Pool on Same Site)	75.00
<b>Food and Lodging:</b>	
Temporary Food Establishment Permit	75.00
<b>Plan Review and Application Fee:</b>	
Facilities with no Seats (Food Stands)	75.00
Facilities with 19 Seats or Less	100.00
Facilities with 20 Seats or More	200.00
<b>Additional Fees:</b>	
Tattooing Permit	300.00
Rabies Shots (1 Year & 3 Year Vaccination – Dogs & Cats)	7.00

HEALTH DEPARTMENT	
Skin Test (TB Screening)	\$15.00
** Note: All other fees are on a sliding-fee scale; please refer to the Jones County Health Department website for other fees	

BOARD OF ELECTIONS	
Voter List, Full (diskette, CD)	\$25.00
Voter List, Partial (diskette, CD)	Pro-rated
Voter List, Electronic	No charge
Voter List, Hard Copy	\$ .25 per sheet
Copy	\$ .25 per sheet
Labels	\$ .40 per sheet
Notice of Candidacy Filing Fees	
All State and Federal Offices	Reference NCGS 163-107
Clerk of Court	1% of Annual Salary
County Commissioner	1% of Annual Salary
Sheriff	1% of Annual Salary
Register of Deeds	1% of Annual Salary
Board of Education (Partisan)	1% of Annual Salary
Soil & Water Conservation	\$5.00
Municipal Board Members and Mayor	\$5.00

\*\* Fees are a culmination of all fee charges by the county. Schedule fees are subject to change.

CIVIC CENTER		
Rented Space	Cost	Deposit (Refundable)
Entire Facility	\$1500.00	50% of total rental fee
Small Auditorium	\$500.00	50% of total rental fee
Large Auditorium	\$1000.00	50% of total rental fee
Small Meeting Room	\$100.00	50% of total rental fee
Kitchen with other space	\$50.00	
Sign/Marquee	\$25.00 per day	
Alcohol Fee	Additional Deposit	
Security Fee	\$200 minimum, additional charge per every 200 people	
Equipment Rental:		
Sound Equipment	\$250.00 Large Auditorium Only	
Microphones	\$20.00 for one, \$10.00 each additional	

FINANCE OFFICE	
Copies	.25 per page
Faxes	\$3.00 for first page \$1.00 each additional page
Bad Checks	\$25.00
Notarial Services	\$5 per signature required

SHERIFF'S DEPARTMENT	
Document Fee	\$5.00
Gun Permit	\$5.00
Concealed Weapon (new)	\$90.00

Concealed Weapon (renewal)	\$75.00
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WATER DEPARTMENT		
Water Rate		\$20 minimum
0-5,000 Gallons		\$2.20 per 1000 gallons
5,001-10,000 Gallons		\$3.50 per 1000 gallons
10,001-15,000 Gallons		\$4.00 per 1000 gallons
15,001-20,000 Gallons		\$4.50 per 1000 gallons
Service fee/per visit		\$20.00
Tap on Fee	5/8" x 3/4"	\$1,000
	1" x 1"	\$1,500
	2" x 2"	\$3,000
Fire Hydrant installed(only on 6" main or larger		\$5,000
Deposit		\$100.00
Deposit Trenton Sewer		\$ 50.00
Late Fee		\$40.00
Meter Box Lid Small( due to damage)		\$25.00
Meter Box Lid Medium(due to damage)		\$50.00
Meter Box Lid Jumbo(due to damage)		\$150.00
Meter Box Small(due to damage)		\$50.00
Meter Box Medium(due to damage)		\$75.00
Meter Box Jumbo(due to damage)		\$200.00
Meter (5/8" x3/4") (due to damage)		\$150.00
Meter (1") (due to damage)		\$200.00
Meter (2") (due to damage)		\$2,000.00
Meter Transmitter(MXU) (due to damage)		\$200.00
Angle Valves (3/4")		\$50.00
Angle Valves (1")		\$75.00
Water Service Tamper Fee		\$500.00
Bad Check Fee		\$25.00

REGISTER OF DEEDS	
Instrument in General:	
First 15 pages	\$26.00
All additional pages	\$4.00
Deeds of Trust or Mortgages:	
First 35 pages	\$64.00
All additional pages	\$4.00 per page
Archives and Records Management Program Fee On Deeds	\$5.00 per document with "deed" in title or any document noting excise tax
Probate Fee	\$2.00
Satisfactions	No Fee
State Excise Tax on Real Estate Conveyances	\$2.00 per thousand
Multiple Instruments In One Document	\$10.00 each additional instrument
Non-Standard Document	\$25.00, in addition to all other applicable recording fees
Plats:	

Each original or revised plat recorded	\$21.00 per sheet or page
Certified Copy	\$5.00
Uniform Commercial Code: *see ROD site for specific information*	
One or two pages	\$38.00
Three to ten pages	\$45.00
Over ten pages	\$45.00, plus \$2.00 per additional page over ten
Removal of Graves Certificates	\$12.00 for the first page \$3.00 each additional page
Right-of-Way Plans:	
Each original or amended plan and profile sheet	\$21.00 for the first page
Each additional page	\$5.00
Certified Copy	\$5.00
Comparing Copy for Certification	\$5.00
Military Service Record:	
Filing and recording discharge	No Fee
1 Certified copy	No Fee
Certified Copy of an Instrument for Which No Other Provision is Made	\$5.00
Each additional page or fraction	\$2.00
<b>VITAL RECORDS</b>	
Marriage License Fees:	
Issuing License	\$60.00 (includes \$35 state fee)
Delayed certificate with 1 certified copy	\$20.00
Amendment of marriage application, license or certificate, with 1 certified copy	\$10.00
Certified Copy	\$10.00
Certified Copies:	
Certified copy of a vital record (birth, death, marriages)	\$10.00
Registration of Birth Certificate one year or more after birth (delayed birth certificate):	
For preparation of paperwork when birth to be registered in another county	\$10.00
For registration when papers prepared in another county, with 1 certified copy	\$10.00
For preparation of papers and registration in the same county, with 1 certified copy	\$20.00
Amendment of Birth or Death Record:	39.00 payable to the State of NC
Preparation of amendment affecting correction	\$10.00 to County \$15.00 to NC Vital Records \$15.00 to NC Vital Records for expedited service
Certified copy	\$10.00
Legitimations:	39.00 payable to the State of NC
For preparations of documents (does not include certified copy)	\$10.00 to county \$15.00 to NC Vital Records \$15.00 to NC Vital Records for expedited service
Certified copy of birth record	\$10.00
Qualification of Notary Public	\$10.00
Notary Authentication	\$5.00
Acknowledgments	\$5.00 per signature or \$10.00 per signature for electronic notarial acts

Uncertified Copies	\$ .25 per page
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TAX OFFICE & GIS FEES		
Non-Governmental		
Custom Property Data and Standard Hourly Rate for all GIS Projects	\$50.00/hour (1 hr. min.)	
Map Printing – Stock or Quick Maps		
	B & W	Color
Plotter Base Map (Plain Paper – 36 x 48)	\$20.00	\$30.00
Plotter Base Map (Plain Paper – 36 x 36)	\$15.00	\$25.00
Plotter Base Map (Plain Paper – 24 x 36)	\$10.00	\$20.00
Plotter Base Map (Plain Paper – 24 x 18)	\$8.00	\$16.00
Plotter Base Map (Plain Paper – 11 x 17)	\$5.00	\$10.00
Plot of Individual Parcel (8 ½ x 11)	\$2.00	\$3.00
Each Additional Data Layer Added to Base Map	\$25.00	
Custom Mapping	\$50.00/hour (1 hr. min.) + printing (i.e. base map price per size)	
Orthophotography For Entire County	\$250.00	
GIS Property Data of County	\$25.00	
Property Record Card	\$.25	
Copies – B&W – (8 ½ x 11)	\$.25	
Copies – B&W – (8 ½ x 14)	\$.40	
Faxes	\$3.00 for first page \$1.00 each additional page	
Bad Check Fee	\$25 or 10% of check up to \$1,000 as set forth in NCGS 105-357(b)(2)	

## Budget Amendment

Date: 6/5/2017

Fund: General Fund

Fiscal Year: 2016-2017 Amendment #58

Decrease Expenditure

Governing Body	Mileage	11-4110-5311-00	6,720.00
Finance	Salaries	11-4130-5121-00	5,500.00
Finance	FICA	11-4130-5181-00	800.00
Finance	Hospitalization	11-4130-5183-00	2,400.00
Administration	FICA	11-4120-5181-00	800.00
Administration	Printing	11-4120-5341-00	500.00
Elections	Salaries-Special Election	11-4170-5128-00	4,000.00
Elections	FICA	11-4170-5181-00	800.00
Housekeeping	Salaries-Part time	11-4261-5126-00	10,660.00
Housekeeping	FICA	11-4261-5181-00	700.00
Economic Development	Salaries	11-4920-5121-00	24,362.00
Economic Development	FICA	11-4920-5181-00	1,864.00
Economic Development	Retirement	11-4920-5182-00	1,766.00
Economic Development	Hospitalization	11-4920-5183-00	2,852.00
Jail	Hospitalization	11-4320-5183-00	3,000.00
Emergency Services	Salaries-Part time	11-4370-5126-00	9,000.00
Emergency Services	Hospitalization	11-4370-5183-00	2,000.00
<b>TOTAL</b>			<b>77,724.00</b>

Increase Expenditures

Governing Body	Supplies - Office	11-4110-5260-00	2,640.00
Governing Body	Telephone	11-4110-5321-00	525.00
Governing Body	Convention Expense	11-4110-5312-00	1,794.00
Governing Body	Board Members	11-4110-5170-00	110.00
Governing Body	Capital/Under \$5000	11-4110-5500-00	200.00
Administration	Bulk Fuel	11-4120-5251-01	100.00
Administration	Dues	11-4120-5491-00	125.00
Finance	Telephone	11-4130-5321-00	200.00
Legal	Legal Fees - Other	11-4150-5192-01	50,000.00
Legal	Legal Fees - Retainer	11-4150-5192-00	1,600.00
Facility	Salaries	11-4160-5121-00	3,500.00
Facility	FICA	11-4160-5181-00	200.00
Facility	Law Officer's Retirement	11-4160-5184-00	275.00
Register of Deeds	Retirement	11-4180-5182-00	50.00

Register of Deeds	Salaries	11-4180-5121-00	50.00
Public Buildings	Salaries	11-4260-5121-00	975.00
Public Buildings	Retirement	11-4260-5182-00	100.00
Jail	Salaries	11-4320-5121-00	1,400.00
Jail	Salaries-Part time	11-4320-5126-00	5,000.00
Jail	Retirement	11-4320-5182-00	500.00
Building Inspections	Salaries-Part time	11-4330-5126-00	7,250.00
Building Inspections	FICA	11-4330-5181-00	550.00
Building Inspections	Retirement	11-4330-5182-00	30.00
Communications	Salaries	11-4332-5121-00	500.00
Communications	Retirement	11-4332-5182-00	50.00
<b>TOTAL</b>			<b>77,724.00</b>

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Chairman

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County Manager

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Clerk to the Board

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Finance Officer



Budget Amendment

Date: 6/5/2017

Fund: General Fund

Fiscal Year: 2016-2017 Amendment #59

Decrease Expenditure

General Health	Essential Services	11-5110-5299-35	1,332.00
JCPC	Professional - Other	11-6121-5199-00	608.00
TOTAL			1,940.00

Increase Expenditures

General Health	Capital Under \$5000	11-5110-5500-00	1,332.00
JCPC	Capital Under \$5000	11-6121-5500-00	608.00
TOTAL			1,940.00

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Chairman

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County Manager

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Clerk to the Board

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Finance Officer

## Budget Amendment

Date: 6/5/2017

Fund: General Fund

Fiscal Year: 2016-2017 Amendment #60

### Decrease Expenditure

Sheriff	Professional-Drug Testing	11-4310-5199-05	1,250.00
Sheriff	Uniforms	11-4310-5212-00	5,000.00
Sheriff	Vehicles-Fuel & Oil	11-4310-5251-00	45,000.00
Sheriff	Supplies-Office	11-4310-5260-00	3,500.00
Sheriff	Mileage	11-4310-5311-00	6,000.00
Sheriff	Miscellaneous	11-4310-5299-00	4,000.00
Sheriff	Advertisements	11-4310-5391-00	2,000.00
Sheriff	Drug Enforcement Funds	11-4310-5400-00	10,000.00
Sheriff	Contract-Maintenance	11-4310-5440-00	8,000.00
Sheriff	Dues	11-4310-5491-00	200.00
Sheriff	Insurance-Bonds & Liab	11-4310-5454-00	325.00
Sheriff	Hospitalization	11-4310-5183-00	9,000.00
TOTAL			94,275.00

### Increase Expenditures

Sheriff	Bulk Fuel	11-4310-5251-01	26,500.00
Sheriff	Supplies & Materials	11-4310-5260-02	5,000.00
Sheriff	Concealed Handgun	11-4310-5291-00	1,650.00
Sheriff	Postage	11-4310-5325-00	1,800.00
Sheriff	Relicense Fee	11-4310-5380-00	2,740.00
Sheriff	Contract Svcs-HVAC	11-4310-5440-36	600.00
Sheriff	Lease Purchase-Copier	11-4310-5512-04	90.00
Sheriff	Vehicle-Maintenance	11-4310-5252-00	12,000.00
Sheriff	Law Officers Retirement	11-4310-5184-00	10,500.00
Sheriff	FICA	11-4310-5181-00	6,800.00
Sheriff	LEO 401K Separation	11-4310-5133-00	7,850.00
Sheriff	Salaries-Part Time	11-4310-5126-00	3,600.00
Sheriff	Salaries-Overtime	11-4310-5122-00	15,145.00
TOTAL			94,275.00

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Chairman

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County Manager

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Clerk to the Board

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Finance Officer

Budget Amendment

Date: 6/5/2017

Fund: General Fund

Fiscal Year: 2016-2017 Amendment #61

Increase Revenue

Day Care	Day Care-Direct Services	11-0212-4585-00	57,720.00
Other Revenue	Insurance	11-0600-4839-06	1,612.42
<b>Total</b>			<b>59,332.42</b>

Increase Expenditures

Day Care	Day Care-Direct Services	11-5850-5497-03	57,720.00
Sheriff	Vehicle- Maintenance	11-4310-5252-00	1,612.42
<b>Total</b>			<b>59,332.42</b>

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Chairman

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County Manager

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Clerk to the Board

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Finance Officer



May 10, 2017

Mr. Franky J. Howard, Jones County Manager  
418 Hwy 58 N, Unit A  
Trenton, NC 28585

Dear Mr. Howard,

As you are aware, chief elected officials continue to have a central role in the administration of workforce investment activities as defined by the new Workforce Innovations and Opportunity Act (WIOA), which supersedes the Workforce Investment Act (WIA) effective July 1, 2015.

Specifically, chief elected officials are responsible for appointing members to the local Workforce Development Board to represent their counties' workforce needs. Please refer to Attachment A—"Local Workforce Development Boards Membership Requirements."

At the present, Jones County has two representatives whose terms expire on June 30, 2017. To address the WIOA nomination criteria to the ECWDB, we ask that the following individuals be re-appointed to the ECWDB to represent their respective sectors for a two-year term beginning July 1, 2017 - June 30, 2019:

Dr. Norma Sermon-Boyd, Executive Director, Jones County Partnership for Children, representing Community Based Organizations

Mr. Frank Emory, Owner, Emory Construction, representing the Construction Business Sector

Should you have any questions regarding this information, please feel free to contact me at 252-636-6901.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tammy Childers".

Tammy Childers  
Executive Director

cc: Angelica Hall, Clerk to the Board

## Local Workforce Development Boards Membership Requirements

Representative of Business	Who May Satisfy the Requirements
(WIOA Section 107(b)(2)(A))	<p>The <b>majority</b> of the members of the Local Board must be representatives of business in the local area. At a minimum, <b>two members must represent small business</b> as defined by the U.S. Small Business Administration. Business representatives serving on Local Boards may also serve on the State Board. Each business representative must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• be an owner, chief executive officer, chief operating officer or other individual with optimum policy making and hiring authority;</li> <li>• provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii); and</li> <li>• are appointed from among individuals nominated by local business organizations and business trade associations.</li> </ul>
Representative of Workforce  (WIOA Section 107(b)(2)(B))	<p>Not less than <b>20 percent</b> of the members of the Local Board must be workforce representatives. These representatives:</p> <ul style="list-style-type: none"> <li>• <b>must include two or more representatives of labor organizations</b>, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;  <i>[In North Carolina, such examples include the North Carolina Association of Educators (NCAE) or the State Employees Association of North Carolina (SEANC)].</i></li> <li>• <b>must include one or more representatives of a joint labor management, or union affiliated, registered apprenticeship program</b> within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists, and <b>may include:</b></li> </ul> <p>In addition to the representatives enumerated above, the Board <b>may</b> include the following to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> <li>• one or more representative of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment,</li> </ul>

	<p>including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and</p> <ul style="list-style-type: none"> <li>• one or more representatives of organizations that demonstrated experience or expertise in addressing the employment, training, or education needs or eligible youth, including representatives of organizations that serve out-of-school youth.</li> </ul>
<p><b>Representatives of Education and Training</b> (WIOA Section 107(b) (2)(C))</p>	<p>The balance of Local Board membership <b>must include:</b></p> <ul style="list-style-type: none"> <li>• <b>At least one</b> eligible provider administering <b>adult education and literacy</b> activities under WIOA Title II;</li> <li>• <b>At least one</b> representative from an <b>institution of higher education</b> providing workforce investments activities, including community colleges; and</li> <li>• <b>At least one</b> representative from each of the following governmental and economic and community development entities: <ul style="list-style-type: none"> <li>• <b>Economic and community development</b> entities;</li> <li>• The state <b>Employment Service Office</b> under the Wagner-Peyser Act (29 U.S. C. 49 et seq.) serving the local area; and</li> <li>• The programs carried out under Title I of the Rehabilitation Act of 1973, other than Sec. 112 or part C of that title.</li> </ul> </li> </ul> <p>In addition to the representatives enumerated above, the CLEO <b>may</b> appoint other appropriate entities in the local area, including:</p> <ul style="list-style-type: none"> <li>• Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education and training needs for individuals with barriers to employment;</li> <li>• Governmental and economic and community development entities who represent transportation, housing and public assistance programs;</li> <li>• Philanthropic organizations serving the local area; and</li> <li>• Other appropriate individuals as determined by the chief elected official.</li> </ul>

*Source: USDOL Training and Employment Guidance Letter (TEGL) 27-14*

## Agenda Item # 1

Dr. Rusty Hunt and staff will be here to present an update from LCC and the Jones County Center.

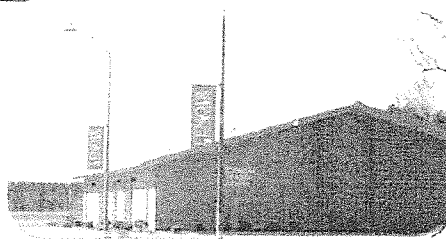


## Lenoir Community College in Jones County

Jones County Center



Technical Trades Center



## Continuing Education Enrollment Trends

Year	Number of Classes	Number of Students Served
2014	310	2,588
2015	296	2,445
2016	320	3,004



## Continuing Education Classes Offered

### Health Related Classes:

- Day, evening, and hybrid classes.
- Nurse Aide I and II
- Medication Aide
- Phlebotomy
- Pharmacy Technician
- Health Unit Coordinator
- Lab Assistant
- EKG Technician
- Healthcare Billing and Coding
- Basic Sports Medicine
- EMT – Medical Responder, Basic, Intermediate, Paramedic
- CPR, NIMS, TIMS, ACLS, and PALS



## Continuing Education Classes Offered

### Occupational & Job Related Classes:

- Welding
- Electrical
- HVAC
- Notary Public
- Defensive Driving
- Effective Teacher Training

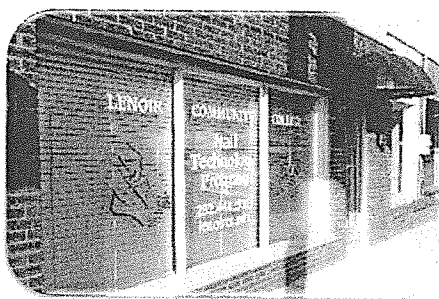
### Transitional Studies:

- Classes offered at the center day and evening, Maysville, Jones County Senior Center, and Online

## Continuing Education Classes Offered

### Nail Technology:

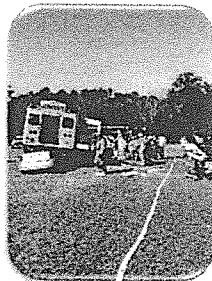
- Classes each semester
- Alternate each semester between day and evening
- Maximum of 10 students per class



## Continuing Education Classes Offered

### Public Safety

- All Jones County EMS Departments In-service training for recertification (Monthly and Quarterly)
- All Jones EMS In-service and specialty certifications
- All In-service for Jones County Sherriff's Department
- All Jones County Volunteer Fire in-service and specialty training
- All CPR certification and recertification for Jones County Schools
- Career and College Promise EMS Certificate for Jones Senior High Students



School Bus Accident training for all of Jones County Fire, EMS, Emergency Management, Jones County Sheriff's Department and Maysville Police.

## Jones Senior High Career and College Promise

**Career and College Promise** - This state wide program allows high school students to take college classes through the course of their high school career for free. Partnering with Jones County Schools has allowed us to offer these college courses in the absence of Early College in Jones County.

**Spring 2017**

Currently serving **98** Jones County Students

Pathway Enrollment:

Career Technical Education and College Transfer Pathways	3
Career Technical Education	60
College Transfer Pathway	35

## Jones Senior High Career and College Promise

**The Spring of 2017 Completers**

Associate Degree	4
EMS Certificate	5

**Projected Spring of 2018 Completers**

Associate Degree	16
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## Jones Senior High Career and College Promise

Here is a snapshot of how CCP benefits Jones County families:

- In 2016, 143 high school students successfully completed 1,302 college credit hours.
- The cost of community college tuition and fees would have been \$117,180.
- This was an average savings of \$819 per family for each student.

In only 1 semester of 2017

- 93 students have successfully completed 641 college credit hours.
- The cost of community college tuition and fees would have been \$57,690.
- The average savings per family (per student) was \$620.

There are still 2 semesters left to complete in 2017!

## Career and College Promise FTE

Fall 2015	17.5
Spring 2016	21.5
Summer 2016	10.1
Fall 2016	21.4
Spring 2017	26.0

## Jones County Center Curriculum Programs



### Gunsmithing

- Continues to grow with 35 full time students
- Students coming from Alaska, Louisiana, Virginia, and Colorado to complete the Gunsmithing Degree

### Sustainable Agriculture

- In its third year with 30 students
- 22 graduates with Degrees, Certificates, and Diplomas
- 10 classes offered Spring 2017
- Partnership with Smithfield Hog Production offering employees swine production classes

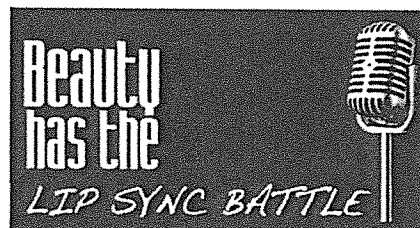


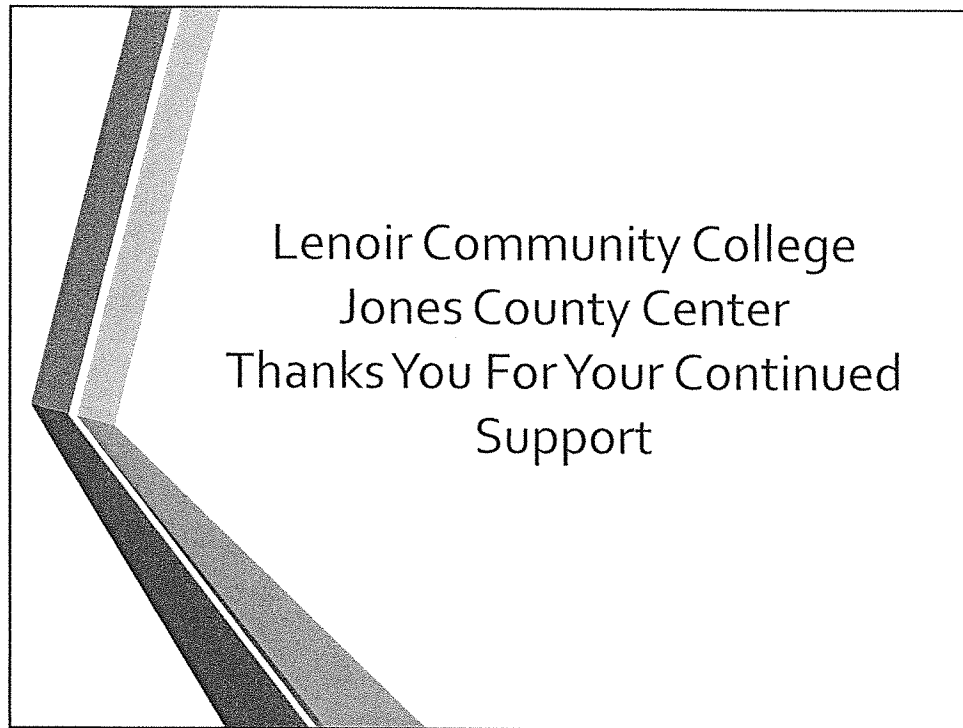
## Jones County Center

WIOA Center  
CRC Testing  
Working Smart Curriculum  
Medication Aide State Testing

### Beauty Has The Beat

Awarded more than \$48000.00 in  
scholarships in the last 5 years

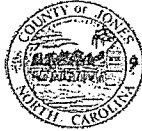




## Agenda Item # 2

The following is the May Tax Collection Report for board information.





## COUNTY OF JONES

JONES COUNTY TAX OFFICE

Samuel B. Croom  
Tax Administrator

P.O. Box 87  
Trenton, North Carolina 28585-0087

Phone: (252)448-2546  
Fax: (252)448-1080

June 12, 2017

Jones County Tax Collector:

For the Month of May:

2016 Levy Collected by Tax Office:	\$ 74,137.86
2016 Levy Collected by NCVTS:	60,601.42

2007-2015 Levy Collected:	9,743.84
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Total Levy Collected:	<u>\$ 144,483.12</u>
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A handwritten signature in black ink, reading "Samuel B. Croom", is written over a horizontal line.

Samuel B. Croom  
Jones County Tax Administrator

2016 Levy:	\$ 6,533,143.28
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Collected on 2016 Levy as of 5/31/2017:	6,298,633.25
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Other Levy Adjustments:

Releases:	33,595.15
Write-Offs:	46.36
Debits /Credits/Refunds	(6,646.80)
Total Levy Reduction:	<u>\$ 6,325,627.96</u>

Percent (%) of Levy Reduced as of 5/31/17:	96.82%
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Percent (%) of Levy Reduced as of 5/31/16:	96.46%
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### Agenda Item # 3

The following is the recommended and revised \$50 Per Call payment criteria for Fire and EMS. We will remain within our budgeted amount with the predicted added calls.

We will need a motion to approve.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Unanimous \_\_\_\_\_

YEA Votes: Wiggins \_\_\_\_\_ Haddock \_\_\_\_\_ Riggs \_\_\_\_\_  
Koonce \_\_\_\_\_ Emory \_\_\_\_\_

## **CRITERIA FOR PAYMENT FOR EMS CALLS**

- 1) All transports.**
- 2) All refusal of transport calls.**
- 3) All transfers of patient care to a higher certified level service.**

**To qualify for payment the department must respond with a certified crew responding with an ambulance.**

## CRITERIA FOR PAYMENT OF FIRE CALLS

- 1) Structure fire in district.
- 2) Grass, Brush, or Woods fire in district.
- 3) Any motor vehicle crash in district.

Payment will not apply to mutual aid departments unless the in district department does not respond, then the first arriving department will receive the payment.

The call must be in Jones County.

To receive payment the fire call report must contain the following information.

- 1) Number of vehicles and personnel responding.
- 2) Apparatus forms.
- 3) NARRATIVE!!!
- 4) The narrative should indicate actions taken, and whether your department is providing or receiving mutual aid.
- 5) The narrative should also include a description of the scene.

Please call if you have any questions or concerns.

Tim Pike 252-665-3281

Agenda Item # 4

The following are the Budget Amendments 62-64.

We will need a motion to approve.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Unanimous \_\_\_\_\_

YEA Votes: Wiggins \_\_\_\_\_ Haddock \_\_\_\_\_ Riggs \_\_\_\_\_  
Koonce \_\_\_\_\_ Emory \_\_\_\_\_

## Budget Amendment

Date: 6/19/2017

Fund: General Fund

Fiscal Year: 2016-2017                      Amendment #62

### Decrease Expenditure

Tax	Legal Fees	11-4140-5192-01	6,800.00
Elections	Salaries - Part time	11-4170-5126-00	148.00
Elections	Repair - Office Equipment	11-4170-5352-00	250.00
Register of Deeds	Excise Tax	11-4180-5293-00	685.00
Computer	Google Apps	11-4210-5381-00	1,000.00
Jail	Audit	11-4320-5191-00	10,200.00
Jail	Vehicles-Maintenance	11-4320-5252-00	6,000.00
Jail	Repair - Building	11-4320-5351-00	9,000.00
Building Inspector	Capital Under \$5000	11-4330-5500-00	3,000.00
Emergency Services	Vehicles-Fuel & Oil	11-4370-5251-00	12,000.00
Emergency Services	Contract - Maintenance	11-4370-5440-00	2,600.00
Emergency Management	Miscellaneous	11-4371-5299-00	1,750.00
Emergency Management	Capital Over \$5000	11-4371-5500-05	8,000.00
Landfill	Repair -Office Equipment	11-4720-5352-00	1,000.00
Landfill	Contract - Sample Analysis	11-4720-5440-05	5,200.00
JC Senior Citizens	General Purpose-Sr Ctr	11-5860-5299-39	650.00
Economic Development	Professional-Consultant	11-4920-5199-01	6,500.00
Extension	Salaries	11-4950-5121-00	35,000.00
Extension	FICA	11-4950-5181-00	4,000.00
Extension	Retirement	11-4950-5182-00	4,500.00
Extension	Hospitalization	11-4950-5183-00	3,500.00
Extension	Medicaid Tax	11-4950-5185-00	600.00
Extension	Capital Under \$5000	11-4950-5500-00	3,500.00
<b>TOTAL</b>			<b>125,883.00</b>

### Increase Expenditures

Emergency Services	Salaries	11-4370-5121-00	5,300.00
Emergency Services	Salaries - Overtime	11-4370-5122-00	25,000.00
Emergency Services	FICA	11-4370-5181-00	900.00
Emergency Services	Retirement	11-4370-5182-00	2,400.00
Solid Waste	Salaries	11-4710-5121-00	90.00
Emergency Services	Bulk Fuel	11-4370-5251-01	8,000.00
Elections	Retirement	11-4170-5182-00	73.00

Elections	Telephone	11-4170-5321-00	250.00
Register of Deeds	Fax	11-4180-5262-00	435.00
Register of Deeds	Telephone	11-4180-5321-00	250.00
Computer	Relicense Fee	11-4210-5380-00	1,000.00
Public Buildings	Utilities - Water	11-4260-5334-00	4,500.00
Jail	Vehicles -Fuel & Oil	11-4320-5251-00	250.00
Jail	Bulk Fuel	11-4320-5251-01	700.00
Building Inspector	Munis Software Upgrade	11-4330-5350-00	1,800.00
Building Inspector	Contract Maintenance	11-4330-5440-00	370.00
Emergency Services	Supplies & Materials	11-4370-5260-02	600.00
Emergency Services	Telephone	11-4370-5321-00	1,800.00
Emergency Services	Contract Services	11-4370-5440-13	7,500.00
Emergency Services	Capital Under \$5000	11-4370-5500-00	2,550.00
Emergency Management	Vehicles -Fuel & Oil	11-4371-5251-00	800.00
Emergency Management	Bulk Fuel	11-4371-5251-01	450.00
Emergency Management	Vehicles - Maintenance	11-4371-5252-00	1,800.00
Landfill	Contract - Hauling	11-4720-5440-10	6,000.00
Landfill	Contract-Services	11-4720-5440-13	2,300.00
Landfill	Contract -Electronics	11-4720-5441-02	4,000.00
JC Senior Citizens	Capital Under \$5000	11-5860-5500-00	650.00
Economic Development	Telephone	11-4920-5321-00	2,600.00
Landfill	Contract Maintenance	11-4720-5440-00	2,500.00
Economic Development	Postage	11-4920-5325-00	150.00
Extension	Bulk Fuel	11-4950-5251-01	150.00
Soil Conservation	Salaries	11-4960-5121-00	250.00
Soil Conservation	Retirement	11-4960-5182-00	150.00
Sheriff	Salaries-Overtime	11-4310-5122-00	18,000.00
Facility Fees	Miscellaneous	11-4160-5299-00	15,000.00
Facility Fees	Utilities-Lights	11-4160-5331-00	7,315.00
<b>TOTAL</b>			<b>125,883.00</b>

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Chairman

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County Manager

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Clerk to the Board

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Finance Officer

## Budget Amendment

Date: 6/19/2017

Fund: General Fund

Fiscal Year: 2016-2017 Amendment #63

### Increase Revenue

Fund Balance	Fund Balance	11-0213-4911-11	245,880.00
<b>Total</b>			<b>245,880.00</b>

### Increase Expenditures

Facility Fees	Utilities-Lights	11-4160-5331-00	2,685.00
Elections	Salaries	11-4170-5121-00	75.00
Public Buildings	Vehicles - Fuel & Oil	11-4260-5251-00	1,000.00
Public Buildings	Bulk Fuel	11-4260-5251-01	900.00
Public Buildings	Vehicles - Maintenance	11-4260-5252-00	600.00
Public Buildings	Tools/Hand	11-4260-5294-00	500.00
Public Buildings	Telephone	11-4260-5321-00	1,700.00
Public Buildings	Repair-Heat & Air	11-4260-5351-01	8,000.00
Public Buildings	Repair-Other	11-4260-5351-02	2,500.00
Public Buildings	Contract-Pumping Station	11-4260-5440-02	2,050.00
Public Buildings	Contract Svcs - HVAC	11-4260-5440-36	7,375.00
Public Buildings	Capital Under \$5000	11-4260-5500-00	2,000.00
Public Buildings	Supplies & Materials	11-4260-5260-02	1,500.00
Housekeeping	Salaries	11-4161-5121-00	525.00
Housekeeping	Retirement	11-4261-5181-00	110.00
Housekeeping	Contract -Services	11-4261-5440-13	15,590.00
Jail	Hospitalization	11-4320-5183-00	370.00
Jail	Housing of Inmates	11-4320-5299-28	26,700.00
Jail	Inmate Meals	11-4320-5311-11	1,600.00
Medical Examiner	Professional-Medical	11-4360-5193-00	3,700.00
Solid Waste	Salaries	11-4710-5121-00	160.00
Solid Waste	Retirement	11-4710-5182-00	50.00
Landfill	Salaries-Part time	11-4720-5126-00	2,800.00
Landfill	Salaries	11-4720-5121-00	350.00
Landfill	FICA	11-4720-5181-00	250.00
Landfill	Retirement	11-4720-5182-00	75.00
Landfill	Miscellaneous	11-4720-5299-00	1,500.00
Planning	Miscellaneous	11-4910-5299-00	4,215.00



Economic Development	Legal Fees-Other	11-4920-5192-01	75,000.00
Economic Development	Capital Over \$5000	11-4920-5500-05	82,000.00
Total			245,880.00

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Chairman

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County Manager

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Clerk to the Board

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Finance Officer

Budget Amendment

Date: 6/19/2017

Fund: General Fund

Fiscal Year: 2016-2017 Amendment #64

Increase Revenue

Restricted Revenue	ABC 5 Cent Bottle Tax	11-0213-4838-00	300.00
Restricted Revenue	ABC 1 Cent Bottle Tax	11-0213-4838-01	100.00
<b>Total</b>			<b>400.00</b>

Increase Expenditures

Neuse Center - Mental Health	Bottle Tax	11-5210-5497-02	400.00
<b>Total</b>			<b>400.00</b>

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Chairman

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County Manager

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Clerk to the Board

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Finance Officer

Agenda Item # 5

The following is the recommended HCCBG County Funding Plan for FY 2017-18.

We will need a motion to approve.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Unanimous \_\_\_\_\_

YEA Votes: Wiggins \_\_\_\_\_ Haddock \_\_\_\_\_ Riggs \_\_\_\_\_

Koonce \_\_\_\_\_ Emory \_\_\_\_\_

NAME AND ADDRESS COMMUNITY SERVICE PROVIDER										Home and Community Care Block Grant for Older Adults					
Jones County DSS 418 Hwy 58N, Unit D Trenton, NC 28585										DAAS-732 County: Jones July 1, 2017 through June 30, 2018					
										County Funding Plan					
										Provider Services Summary					
Services	Ser. Delivery (Check One) Direct Purch.	Block Grant Funding			B	C	D	E	F	G	H	I			
		Access	In-Home	Other									Total	Required Local Match	Net* Serv Cost
Cong Nut	X			57464				69834	7980	8.0011139	80	7980			
HDM	X			40297			51390	8808	5.0833838	45		8808			
IHA LV II	X		19524		2169	21693	21693	1562	13.888178	8		1562			
IHA LV III	X		7769		863	8632	8632	622	13.878171	3		622			
Total			27293	97761	125054	138949	12591	151540	18972		136	18972			
* Adult Day Care & Adult Day Health Care Net Service Cost		0													
ADC															
ADHC															
Daily Care															
Transportation															
Administrative															
Net Ser. Cost Total															

Certification of required minimum local match availability.  
 Required local match will be expended simultaneously  
 with Block Grant Funding.

\_\_\_\_\_  
 Authorized Signature, Title  
 Community Service Provider

\_\_\_\_\_  
 Signature, Chairman, Board of Commissioners Date

**Home and Community Care Block Grant for Older Adults**

**County Funding Plan**

**July 1, 2017 through June 30, 2018**

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency  
(Older Americans Act, Section 305(a)(2)(E))

Community Service Provider JONES COUNTY DEPARTMENT OF SOCIAL SERVICES

County JONES

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DOA-732). This narrative shall address outreach and service delivery methodologies that will ensure this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

Jones County is a small rural county located in Eastern North Carolina. The County is home to approximately 10,153 with 17% of the population being over 65 years of age. The per capita income is \$20,066, making it one of the lowest in the state of North Carolina.

Jones County Department of Social Services provides In-Home Aide Level II and Level III Services to clients within Jones County. As part of the provisions in the In-Home Aide Level II & III services Jones County Department of Social Services will abide by the standards established by the North Carolina Division of Adult and Aging Services and the Area Agency on Aging.

Jones County Department of Social Services will provide In-Home Aide Level II & III Services to low-income minority elderly as well as other elderly clients 60 and over in Jones County. In-Home Aide Level II & Level III Services means the provision of care for persons 60 and over. These services will include assistance to the person by performing care or home management tasks which are essential to the activities of daily living and keeping the elderly client in their home. Basic daily living (ADL's) activities include: eating, dressing, bathing, and personal hygiene. Home management activities include: meal preparation, laundering, and reading, writing, and going to necessary activities. This service assists the primary caregivers who require respite care for their loved ones who are not able to stay at home by themselves for an extended period of time.

In-Home Level II & III Aide assessments and plan of care are completed by Jones County Department of Social Services to determine the needs for the individual, the level of care needed, what ADL's and IADL's are needed, and how many hours are needed per week for the individual.

In-Home Level II & Level III Aide will be contracted with a Home Health Agency. Jones County DSS will work closely with the contracted agency to ensure the clients' needs are being met, monitor the contract by communication with the contract service, make frequent visits with the clients and caretakers to ensure their services are being met and performed as stated in their plan of care, and conduct in-home visits while the aide is present. Other task Jones County DSS will be responsible for are ensuring the contract agency completes the In-Home Aide Competency Test and forms for all employed aides, review the daily work performance log with the plan of care to ensure clients are receiving the number of hours stated within the plan of care, the scheduled times the aides are required to work, and the assigned duties the aide is required to complete. If there are any discrepancies noted, Jones County DSS will ensure these discrepancies will be corrected immediately so clients' needs will continue to be met.

Jones County DSS will put in place a feedback form for the clients to fill out. The form will address issues or concerns clients have about the service they are receiving and any suggestions they may have to improve those services they are receiving.

July 1, 2017 through June 30, 2018

**Home and Community Care Block Grant for Older Adults**

**Community Service Provider**

**Standard Assurances**

**JONES COUNTY DEPT OF SOCIAL SERVICES** agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
  - a) The County Funding Plan;
  - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
  - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm> .

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
  - a) Eligibility determination;
  - b) Client intake/registration;
  - c) Client assessment/reassessments and quarterly visits, as appropriate;
  - d) Determining the amount of services to be received by the client; and
  - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant

Services will be maintained by the community service provider and any contracted providers.

5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.
10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
  - a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
  - b. The subcontractor has not been barred from doing business at the federal level.
  - c. The subcontractor is able to produce a notarized “State Grant Certification of No Overdue Tax Debts.”



- d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
  - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.
- Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

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(Authorized Signature)

(Date)

July 1, 2017 through June 30, 2018

**Home and Community Care Block Grant for Older Adults**

**Agreement for the Provision of County-Based Aging Services**

This Agreement, entered into as of this 1<sup>st</sup> day of July, 2017, by and between the County of JONES (hereinafter referred to as the "County") and the Eastern Carolina Council Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:  
Jones Co. DSS  
CARTS  
Coastal Community Action, Inc.  
\_\_\_\_\_  
\_\_\_\_\_
- 1(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.

3. Grant Administration. The grant administrator for the Area Agency shall be David Rosado, Director. The grant administrator for the County shall be Franky Howard, County Manager.

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).

(a) Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

(b) Reimbursement of Service Costs

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

c) Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

(d) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

If through the US Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to

fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Administrative Letter 12-08. As of July 1, 2012, DAAS Program Compliance Representatives (PCRs) are no longer monitoring HCCBG services provided through county departments of social services.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (<http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director

North Carolina Division of Aging and Adult Services  
2101 Mail Service Center  
693 Palmer Drive  
Raleigh, North Carolina 27699-2101

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
----------------------------	-------------------------------	-------------------------------------

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Less than \$25,000 in State or Federal funds</li> </ul>   | <p>Certification form and State Grants Compliance Reporting &lt;\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed)</p> <p>OR</p> <p>Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)</p> | <p>N/A</p>  |
| <ul style="list-style-type: none"> <li>• Greater than \$25,000 and less than \$500,000 in State Funds or \$750,000 in Federal Funds</li> </ul> | <p>Certification form and Schedule of Grantee Receipts &gt;\$25,000 and Schedule of Receipts and Expenditures</p> <p>OR</p> <p>Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)</p>   | <p>N/A</p>  |
| <ul style="list-style-type: none"> <li>• \$500,000 + in State funds but Federal pass through in an amount less than \$750,000</li> </ul>       | <p>Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)</p>  | <p>May use State funds, but <u>not</u> Federal Funds</p>  |
| <ul style="list-style-type: none"> <li>• \$500,000+ in State funds <u>and</u> \$750,000+ in Federal pass through funds</li> </ul>              | <p>Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit)</p>   | <p>May use State and Federal funds</p>                    |
| <ul style="list-style-type: none"> <li>• Less than \$500,000 in State funds <u>and</u> \$750,000+ in Federal pass through funds</li> </ul>     | <p>Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit)</p>   | <p>May use Federal funds, but <u>not</u> State funds.</p> |

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service

provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.
14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.



17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.
21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at <http://www.ncdhhs.gov/control/retention/retention.htm> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and

Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Authorized-Destruction>.

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

**Jones County**

Attest:

\_\_\_\_\_  
By: \_\_\_\_\_  
Chairman, Board of Commissioners

**Area Agency**

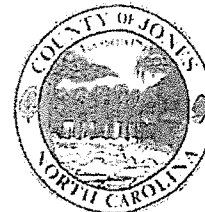
Attest:

\_\_\_\_\_  
Area Agency Director  
By: \_\_\_\_\_  
Executive Director,  
Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: \_\_\_\_\_  
FINANCE OFFICER, Lead Regional Organization

**Jones County Department  
of Social Services  
May 4, 2017**



Closing Date: April 24, 2017

**Catering Bid/Proposal**

**Contract Year 2017-2018**

Description: Nutrition Program

Jones County Jones County Aging Services Nutrition Program for Congregate and Home Delivered Meals.


Name/Contact	Address	Phone Number	Bid Amount	Timely/Unti mely	Responsive/Non- Responsive
1. Diamond Food Enterprises President, Steve Lambros	6726 Netherlands Dr. Suite 100 Wilmington, NC 28405	910-392-7167	<b>\$5.75 per Meal</b>	<b>Timely</b>	<b>Responsive</b>

Name/Contact	Address	Phone Number	Bid Amount		
2. J & S Meals On Wheels President, Jennifer Williford	P.O. Box 866 Bayboro, NC 28515	252-745-7498	<b>\$4.48 per Meal</b>	<b>Timely</b>	<b>Responsive</b>

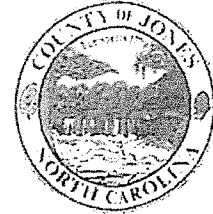
Name	Address	Phone No.
Leatrechia Kinsey	Jones Co. D.S.S	252-448-2581 ext. 2037

I CERTIFY THAT I HAVE OPENED, READ AND RECORDED ON THIS ABSTRACT (AND CONTINUATION SHEETS, IF ANY) ALL OFFERS RECEIVED IN RESPONSE TO THE SOLICITATION.

NAME AND TITLE Leatrechia Kinsey, Administrative Officer

SIGNATURE  DATE 5/22/17

**Jones County  
Department of  
Social Services  
May 4, 2017**



Closing Date: April 24, 2017

**IHA Bid/Proposal**

**Contract Year  
2017-2018**

Description: In-Home Aid Program

Jones County Jones County Aging Services In-Home Aid program. Providing home management tasks essential to daily living.

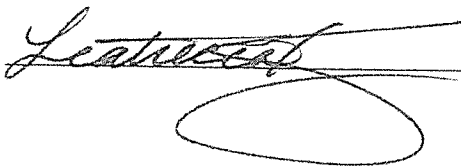
Name/Contact	Address	Phone No.	Bid Amt.	Timely/Untimely	Responsive/Non-Responsive
1. Res Care, Sherry Pemberton (2) Branch Offices	312 East College Street Warsaw, NC 28398	910-293- 4080	<b>\$14.00 per Hour</b>	<b>Timely</b>	<b>Responsive</b>
	1606 Harbour Drive Wilmington, NC 28401	910-452- 3003			

Name/Contact	Address	Phone No.	Bid Amount	Timely/Untimely	Responsive/Non-Responsive
2. Accommodating, Carolyn Stewart	1425 S. Glenburnie Road #1 New Bern, NC 28562	252-635- 9005	<b>\$13.88 per Hour</b>	<b>Timely</b>	<b>Responsive</b>

Name	Address	Phone No.
Leatrechia Kinsey	Jones Co. D.S.S	252-448- 2581 ext. 2037

I CERTIFY THAT I HAVE OPENED, READ AND RECORDED ON THIS ABSTRACT (AND CONTINUATION SHEETS, IF ANY) ALL OFFERS RECEIVED IN RESPONSE TO THE SOLICITATION.

NAME AND TITLE : Leatrecia Kinsey, Administrative Officer \_\_\_\_\_

SIGNATURE  \_\_\_\_\_ DATE 5/22/17

## Agenda Item # 6

The following is the renewal of the Interlocal Agreement we have in place with Onslow County to provide CDC Preparedness services in partnership with Jones County Health Department.

We will need a motion to approve.

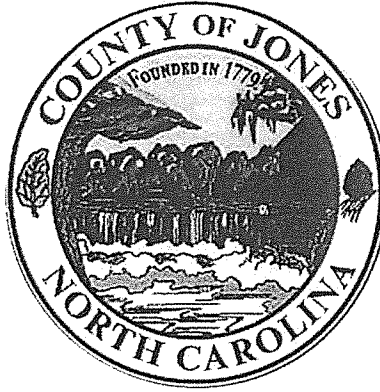
Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Unanimous \_\_\_\_\_

YEA Votes: Wiggins \_\_\_\_\_ Haddock \_\_\_\_\_ Riggs \_\_\_\_\_  
Koonce \_\_\_\_\_ Emory \_\_\_\_\_





Angelica K. Hall, Clerk to the Board  
P.O. Box 340  
Trenton, NC 28585  
252-448-7571  
Fax 252-448-1072  
ahall@jonescountync.gov

## **AGENDA REQUEST JONES COUNTY BOARD OF COMMISSIONERS**

DATE OF MEETING: June 19, 2017

REQUEST FROM (Department, agency, etc.): Health Department

PRESENTER'S NAME AND TITLE: Wesley P. Smith, Health Director

PRESENTATION TIME NEEDED: 5 Minutes

LEGAL REVIEW REQUIRED: ☒ Yes ☐ No (Already Reviewed/Approved by County Attorney)

DESCRIPTION OF AGENDA ITEM (need detailed information and funding source if applicable): Jones County Health Department (JCHD) requests approval to renew an Interlocal Agreement with Onslow County Health Department (OCHD) in Fiscal Year 2017-18. The initial, six-month agreement was approved by the Board of Commissioners on February 6, 2017. The agreement provides JCHD assistance with completing the required capabilities of the CDC Public Health Preparedness Cooperative Agreement. The term of the agreement is for a period of twelve (12) months, effective July 1, 2017. Funding JCHD receives from the NC Division of Public Health for Public Health Preparedness will cover the costs associated with the agreement, and was included in the budget submitted by the Health Department for FY 2017-18,

RECOMMENDED MOTION: Approve the Interlocal Agreement between Jones County Health Department and Onslow County Health Department for FY 2017-18.

ARE THERE ANY ATTACHMENTS/BACKUP INFORMATION? (Only one copy of the attachment is needed) **Yes – Copy of Interlocal Agreement between Jones County Health Department and Onslow County Health Department**

DEADLINES ASSOCIATED WITH THIS AGENDA ITEM: Yes, effective July 1, 2017.

PHONE NUMBER: 252-448-9111 ext. 3000

EMAIL ADDRESS: wsmith@jonescountync.gov

*All agenda items must be received no later than noon the Monday before the meeting (one week in advance). Regularly scheduled board meetings are held the first Monday of the month at 8:30 a.m. and the third Monday of the month at 7:00 p.m. The board travels for some third Monday meetings. Please refer to the Jones County website or call Angelica K. Hall for meeting locations.*

**INTERLOCAL AGREEMENT BETWEEN  
JONES COUNTY  
AND  
ONslow COUNTY**

THIS AGREEMENT (hereinafter referred to as "The Agreement"), entered in on 1st day of July, 2017 between Jones County by and through the Jones County Health Department (hereinafter "JCHD") a public health department located in Trenton, North Carolina and Onslow County by and through the Onslow County Health Department (hereinafter "Contractor"), a public health department located in Jacksonville, North Carolina.

The intent of this agreement is to provide JCHD assistance in order for JCHD to achieve effective completion of the required capabilities of the CDC Public Health Preparedness Cooperative Agreement for JCHD. Expectations for the deliverables of the Agreement, the Preparedness Agreement Addendum 514 (AA 514), may vary year to year as the federal program changes. Updates will be distributed by the NC Office of Public Health Preparedness and Response (PHP&R). "Preparedness Coordinator (PC)" refers to an individual identified in JCHD responsible for fulfilling the deliverables as required by the AA 514.

**WITNESSETH**

WHEREAS, JCHD provides local PHPR capabilities and is in need of assistance in order to continue to provide PHPR capabilities; and,

WHEREAS, the next level of preparedness planning and response becomes more complex as counties move from capacity to capabilities. Achieving capabilities requires more processes, more planning and more partners in the face of shrinking funding. Preparedness is now a core function of public health which must continue to be refined. The natural business model is to utilize economies of scale and to leverage funding streams. The Department of Homeland Security is taking a regional approach to funding. Public health is now considering a regional approach by developing regional planning methods to target capabilities and performance measurements; and,

WHEREAS, Contractor has the resources and capabilities to assist JCHD with its PHPR needs, and is prepared to assist JCHD with regard to provision of local PHPR capabilities subject to the terms of this Agreement; and,

WHEREAS, JCHD and Contractor wish to enter into a contractual agreement for Contractor to provide JCHD with certain PHPR and capabilities resulting in higher quality services, and more efficient use of limited resources for delivery of PHPR capabilities; and,

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements hereinafter set forth, said JCHD and Contractor do hereby agree as follows:

**I. Responsibilities of JCHD PC (Preparedness Coordinator)**

- a. Perform JCHD monthly GETS cards tests
- b. Perform JCHD Monthly Radio Checks, communication platforms checks and systems checks
- c. Complete call down drills
- d. Maintain a current Incident Command System and National Incident Management System
- e. Maintain respiratory protection training and document maintenance for JCHD
- f. Coordinate with Contractor annual update of JCHD PHPR Plans
- g. Coordinate with Contractor updating of the MCM ORR
- h. Attend the annual MCM ORR review meeting with Contractor
- i. Coordinate with Contractor semi-annual updates to the PHPR Rubric/Performance Activity database
- j. Coordinate preparedness-related accreditation benchmarks
- k. Maintain a system to receive reports of communicable diseases or other public health threats 24-7
- l. Update Jones County employees on SERV NC
- m. Update and maintain Jones County Special Needs Registry
- n. Coordinate trainings and exercises, and exercise After Action Reports with Contractor
- o. Update annually Jones POD and LRS site information
- p. Ensure all employees are up to date on NIMS Trainings
- q. Monitor Jones Monthly Expenditure Reports, submit EMR

## II. Responsibilities of Contractor

- a. Update PHPR Rubric/Performance Activities database semi-annually
- b. Develop and maintain JCHD comprehensive public health emergency plans (All Hazards Plan)
- c. Assist with communication platforms and systems checks
- d. Prepare, in collaboration with JCHD PC, Medical Countermeasures and Operational Readiness Review (annual assessment of plans and activities)
- e. Present MCM ORR at annual review meeting
- f. Co-Conduct with JCHD PC required JCHD trainings
- g. Complete Training and Exercise Planning Workshop and a Multi-Year Training and Exercise Plan
- h. Plan, facilitate, coordinate, and help conduct exercises and after-action reporting for JCHD as required in AA514, including compiling After Action Reports and Corrective Action Plans using HSEEP guidance
- i. Maintain work plan and activities for JCHD
- j. Attend monthly PC Meetings and annual Preparedness Symposium
- k. Provide documentation for preparedness-related accreditation benchmarks
- l. Collaborate with JCHD EPI Team on preparedness issues and action items
- m. Work with JC Health Director and JC Emergency Manager to re-establish regularly-scheduled LEPC Meetings
- n. Attend PIO meetings and trainings, as available and needed
- o. Serve as PIO for JCHD in PHPR-related events
- p. For JCHD events, release information to the media and community

III. TERM OF CONTRACT. The Term of this Contract for Services is from the date this Agreement is executed and for a period of one year thereafter, unless sooner terminated as provided herein.

IV. PAYMENT TO CONTRACTOR FOR SERVICES. Contractor shall receive from JCHD an amount of \$2,000.00 per month beginning on the date this Agreement is executed and continuing the first day of each month thereafter until this Agreement is terminated or otherwise expires.

V. PAYMENT TO CONTRACTOR FOR STIPEND AND COSTS. In addition to the payment called for in Paragraph IV above, Contractor shall receive from JCHD payment in the amount of \$318.00 which is considered to be a cell phone stipend. This payment shall be due on August 31, 2017 and shall be non-refundable. Contractor shall also be entitled to reimbursement for any costs incurred in the performance of its duties. Costs shall include postage, copies, mileage, and any other costs reasonably necessary for Contractor to incur in the performance of its duties.

VI. INDEPENDENT CONTRACTOR. JCHD and Contractor agree that Contractor is an independent contractor.

VII. GOVERNING LAW. This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Onslow and the State of North Carolina.

VIII. TERMINATION OF CONTRACT. This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the notice of termination. Such a termination does not bar Contractor from pursuing any payments called for herein that were not timely made by JCHD.

This Contract may be terminated, for cause, by the non-breaching party notifying the breaching party of a substantial failure to perform in accordance with the provisions of this Contract and if the failure is not corrected within ten (10) days of the receipt of the notification. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law.

Termination of this Contract, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

IX. NOTICES. All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

JONES COUNTY HEALTH DEPARTMENT  
ATTN: Wesley Smith  
Health Director  
Jones County Health Department  
418 HWY 58 N, Unit C  
Trenton, NC 28585

ONslow COUNTY HEALTH DEPARTMENT

ATTN: Angela Lee  
Health Director  
Onslow County Health Department  
612 College Street  
Jacksonville, NC 28540

X. Indemnification

Each party to this Agreement accepts responsibility for any and all claims, loss, liability, demands, damages or any other financial demands that may be alleged or realized due to each party's own negligence or the negligence of its respective agents or employees while in the performance of their duties or assignments pursuant to this Agreement to the extent permitted by law.

XI. Assignment

This agreement is for professional services. No party may assign, delegate or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the other parties.

XII. Entire Agreement

This Agreement, including any attachments which are incorporated herein by reference or are affixed hereto, contains the entire agreement among the parties with regard to its subject matter. This Agreement merges all prior discussions among the parties and no party shall be bound by conditions, definitions, warranties, understandings, or representations concerning such subject matter except as provided in this Agreement or as may be specified later in writing and signed by properly authorized representatives of the parties.

XIII. Waiver

Failure of any party in any instance to insist upon the strict performance of the terms of this Agreement shall not be construed to be a waiver or relinquishment of any other terms of this Agreement, either at the time of the party's failure to insist upon strict performance or at any time in the future, and such term or terms shall continue in full force and effect.

#### XIV. Referrals

The parties acknowledge that payment of considerations, whether direct or indirect, to induce referral of any patient or services or equipment reimbursable under the Federal Medicaid Program is unlawful. The parties, and each of them, agree that no benefit incurred hereunder by any party shall be conditioned upon nor granted in consideration of the referral of any patient to any party. The parties specifically disclaim any requirement pursuant to this Agreement that any party refer patients to the other parties for any reason whatsoever.

#### XV. Force Majeure

The parties understand and acknowledge that none of them shall be liable for any loss, damage, detention, delay, or failure to perform in whole or in part resulting in cause beyond the parties control including but not limited to fire, strikes, natural disasters, insurrections, riots, embargoes, shortages of motor vehicles, delays in transportation, and inability to obtain supplies or raw materials or requirements or regulations of the United States government or any other civil or military authority.

#### XVI. OBRA Compliance

The parties agree upon request they will make their books, documents, and records available to the Secretary of Health and Human Services, the Controller General or the duly authorized representative to the extent required by Section 952 or the Omnibus Budget Reconciliation Act of 1980.

#### XVII. Severability

Each clause of this Agreement shall be construed as a distinct and severable clause and, if any clause is deemed illegal, void, or unenforceable, the validity, legality, and/or enforceability of the remaining clauses or portion of this Agreement shall not thereby be affected.

#### XVIII. Modification for Change in Law

To the extent any law, rule, or regulation of any authority having jurisdiction over any of the parties to this Agreement shall change after the date of this Agreement so as to raise question as to the legality or enforceability of this Agreement or any specific provision herein, the parties agree to negotiate promptly regarding modification as may be necessary or appropriate to bring this Agreement into compliance with the law. Should the parties not be able to agree upon such modification within a period of thirty (30) days from the date any party shall give notice to the others of such change in law, this Agreement shall be deemed terminated.

#### XIX. Binding Obligation

The rights and responsibilities of this Agreement shall inure to the benefit of the parties hereto and their respective successors and permitted assigns.

XX. Amendment

Any amendment to this Agreement shall be in writing and shall be duly executed by appropriate representatives of each of the parties hereto.

IN WITNESS WHEREOF the parties have duly affixed their signatures to this agreement by their respective duly authorized officers.

Signed:

\_\_\_\_\_  
Jack Bright, Chairman  
Onslow County Board of  
Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Frank Emory, Chairman  
Jones County Board of  
Commissioners

\_\_\_\_\_  
Date

SECTION XIX: STATEMENT OF COMPLIANCE WITH THE LOCAL GOVERNMENT  
FISCAL CONTROL ACT

This agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Jones County Finance Officer

\_\_\_\_\_  
Date





Wesley Smith &lt;wsmith@jonescountync.gov&gt;

**Agenda Request Item - BOCC Meeting on June 19, 2017**

1 message

**Wesley Smith** <wsmith@jonescountync.gov>

Tue, Jun 6, 2017 at 12:26 PM

To: Angelica Hall &lt;ahall@jonescountync.gov&gt;

Cc: Franky Howard &lt;fhoward@jonescountync.gov&gt;

Hi, Angelica

I have attached an agenda request for the approval of the Interlocal Agreement between Jonesj County and Onslow County Health Departments next fiscal year, to be included for the Commissioners meeting on June 19, 2017. I have also attached a copy of the agreement. Please let me know if you have any questions. Thanks!

**Wes**



Wesley P. Smith, MBA  
Health Director  
Jones County Health Department  
418 Hwy 58 North, Unit C  
Trenton, NC 28585

wsmith@jonescountync.gov

252-649-2770 (Direct Line)  
252-448-9111 Ext. 3000 (Office)  
252-402-0162 (Cell)  
252-448-1670 (Fax)

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties.

Jones County is an Equal Opportunity Provider

**2 attachments** **Preparedness Interlocal Agreement (Final) 2017-2018.docx**  
27K **Agenda Request Form - Approval of Interlocal Agreement with Onslow County HD for BT Services.docx**  
71K

## Agenda Item # 7

The following is an announcement for the Retirement of Clifton Mills with NC DOT. We are hosting a retirement function for Clifton at the Jones County Civic Center on July 28 at 1pm. The cost is \$10 for the meal and any extra will go towards Cliftons gift.



Franky Howard <fhoward@jonescountync.gov>

## FW: Retirement of Clifton Mills

1 message

Sutton, Jay <jwsutton@ncdot.gov>

Tue, Jun 13, 2017 at 11:54 AM

To: "fhoward@jonescountync.gov" <fhoward@jonescountync.gov>

Cc: "Mills, Clifton M" <cliftonmills@ncdot.gov>

Frankie

Please let your people, county commissioners, water department guys and Timmy Pike and Eric Merritt know about this. And thanks for your help.

**From:** Sutton, Jay

**Sent:** Monday, June 05, 2017 10:44 AM

**To:** Howard, Mary M

**Subject:** Retirement of Clifton Mills

All

I have a bitter-sweet announcement to make. After 42 years of dedicated service to the Department of Transportation Clifton Mills will be retiring on August 1, 2017. We will be having a retirement lunch celebration on Friday, July 28 at the Jones County Civic Center at 1:00. We will be having BBQ and all the trimmings. The cost will be \$10 paid in advance and any money left over from the lunch will be given to Clifton as a gift. Please send check or cash to the Jones County Maintenance Yard by June 30 so that we can get an accurate head count. Checks can be made out to Jay Sutton.

Thanks

**J. W. Sutton, Jr. (Jay)**

County Maintenance Engineer

Greene & Jones County

252 747 3933 Maury Office

252 448 3711 Trenton Office

jwsutton@ncdot.gov

2730 Hwy 903 North-Snow Hill, NC 28580

104 Hwy 41 East-Trenton, NC 28585

## Agenda Item # 8

The following is a letter from the NCACC on the Statewide Opioid Abuse forum. They are requesting that each county have a County level forum on this topic. I am willing to start this process is the board would like.



## County Leadership Forum on Opioid Abuse

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June 5, 2017

Mr. Zack Koonce, Chairman  
Jones County Board of Commissioners  
1539 Ten Mile Fork Rd.  
Trenton, NC 28585

Dear Chairman Koonce:

As President of the North Carolina Association of County Commissioners, I am asking for your help in addressing a significant health threat to our citizens. The opioid epidemic affects everyone in our counties, without regard to economic status, age, race or gender. Like my own family, so many of our friends and neighbors have been devastated by the scourge of opioid addiction, abuse, or death.

In 2016 the Centers for Disease Control and Prevention reported the number of drug overdose deaths in North Carolina increased by over 14% in the one-year period between 2014 and 2015. The US Department of Health & Human Services reports that the use of prescription pain relievers is far more prevalent nationwide than the combined abuse of cocaine, heroin and hallucinogens. The startling statistics lead the National Association of Counties and the National League of Cities to join together to reverse this public health threat.

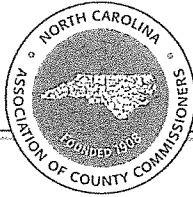
It is time for the county commissioners to take a leadership role in addressing the fundamental causes of this problem and to initiate local steps to intervene in these trends. I am asking every county board of commissioners to convene a leadership forum with all the local elected officials in your county for an informed discussion, to provide an opportunity for all the local elected leaders to jointly learn about the effect of this epidemic on your county's citizens, and to develop ideas that can be implemented in your county to help reverse the trends.

Everything you need to host such a forum is included in this packet. Many partners helped the NCACC develop the materials, including the NC Association of Local Public Health Directors, the NC Council of Community Programs, the NCSU Cooperative Extension Services, the NC DHHS Division of Mental Health/Intellectual & Developmental Disabilities/Substance Use Services, and the NC league of Municipalities. All of these agencies have local and regional support systems in place to help you conduct your forum.

Please join me in this concerted statewide initiative to make a difference in this problem. If there is anything I can do to help you, please do not hesitate to call me.

Yours truly,

Fred D. McClure  
NCACC President (2016-17)  
Davidson County Commissioner



# County Leadership Forum on Opioid Abuse

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## Project Description

### Purpose of County Leadership Forum:

To engage local elected leaders in an informed discussion about the opioid epidemic, and develop collaborative strategies that enhance prevention, education, and treatment.

### Goals:

- to elevate the awareness of all local elected officials so they have a common understanding of the opioid epidemic in their county;
- to discuss its causes, its effects on citizens, and its implications for the county's future;
- to educate local elected leaders about successful prevention and treatment programs and provider resources available in their county;
- to generate coordinated education, prevention and treatment strategies to reduce the occurrence of opioid addiction, overdose, and death.

### Target Participants:

- County Commissioners
- Municipal Council members from every municipality within the county
- School Board members and superintendents from every LEA within the county
- County Sheriff
- Chief District Court Judge for the county's judicial district

The target audience for the County Leadership Forum on Opioid Abuse is elected officials. Focusing on elected officials assures that all public policy leaders have a common understanding of the opioid problem and effective treatment options, and have an opportunity to consider collaborative solutions.

If there are existing efforts underway in your county, please consider ways to include them in your Leadership Forum. Having all the elected officials know and understand what is available in the county, as well as what might be missing, will strengthen everyone's resolve to reverse the epidemic trends. Examples of other community leaders you might want to include are:

- Representative of the county medical society or the local physicians' community (consult with Board of Health or Medical Society as needed to identify a participant);
- District Attorney or designee;
- Chief Executive Officer of your local hospital;
- President of the Community College;
- Municipal Police Chiefs and First Responders



# County Leadership Forum on Opioid Abuse

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## Forum Planning Guide

This planning guide outlines the enclosed resources and materials you will need to hold your forum. It also provides suggested roles and responsibilities that can be tailored to fit your local approach to the forum.

This leadership forum project is the result of a collaborative effort between the North Carolina Association of County Commissioners and the following organizations:

- NC Division of Mental Health/Developmental Disabilities/Substance Abuse Services
- NC Association of Local Health Directors
- NC Council of Community Programs
- NC State University Consumer and Family Services Department/NC Cooperative Extension Services
- NC League of Municipalities

Through these organizations, local partners have been engaged and are ready to help you with this effort. The NCACC sincerely thanks these organizations for their contributions to the Leadership Forum project.

### Forum Packet Contents:

#### Tab 1

- **Letter of Invitation from NCACC President Fred McClure:** A letter from NCACC President Fred McClure to the Board of Commissioners Chair inviting the county to participate in the County Leadership Forum on Opioid Abuse project:
- **Project Description:** An overview of the purpose of the forum and the target participant groups.
- **Forum Planning Guide:** An outline of materials needed to plan the forum and suggested roles and responsibilities for target participants.

#### Tab 2

- **Letter of Invitation from Board of County Commissioners Chair:** A sample letter from Board of County Commissioners Chair to target participants. It should be customized to fit the county's unique circumstances and approach to the forum and be sent four-five weeks before the date of the forum. Be sure to include the date, time and location of your forum.
- **County Statistics on Opioid Use:** Charts that provide statistics on opioid use in your county. It should be attached to the letter of invitation sent to target participants and provided as a handout the day of the forum. The data used to create these graphs is updated regularly at the source. If you wish to have more current data by the time your forum is held, please contact Julie Totten at the NCACC, Julie.Totten@ncacc.org.
- **List of County and City Officials and Others to Invite:** A spreadsheet of contact information for local elected officials to facilitate letter mailing. The intent is to provide contacts for all county and city officials but in some cases, contacts may be missing. Please coordinate with your County Clerk to ensure it is complete and accurate. The list can be expanded to suit the nature of your local forum.



## County Leadership Forum on Opioid Abuse

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### Tab 3

- **Forum Sample Agenda:** An outline of suggested format for forum meeting. It should be customized as needed to fit local circumstances and speakers. The amount of time each county should set aside for this forum will range, possibly as widely as two to six hours. Estimate your forum time based on the number of participants and allow sufficient time for discussion throughout the event.
- **Facilitator Guide & Overview:** A guide to help the facilitator effectively run the meeting and consider logistics to be handled in preparation for the meeting.
- **Idea Generation Worksheet:** A template for discussion leaders and scribes at each table to write their group's priority ideas down on paper and share during the forum.
- **Nametag Template:** An Avery label nametag template that can be formatted with names and printed. It is Avery label 5462 and the template is available on [www.ncacc.org/opioidforum](http://www.ncacc.org/opioidforum).
- **Follow-up Report Template:** A template to provide a follow-up report that outlines outcomes and next steps to share with the participants, the NCACC and other organizations.

### Tab 4

- **NC Injury & Violence Prevention Branch Overview on Prescription & Drug Overdoses:** A supplementary overview of prescription and drug overdose information to provide context regarding the extent of the opioid epidemic. It can be provided as a handout the day of your forum.
- **Facts and Figures on the Opioid Crisis:** A targeted overview of the opioid crisis and how far-reaching the issue is, as published in a joint report from the National League of Cities and National Association of Counties. It can be provided as a handout the day of your forum.
- **Summary of Additional Resources:** A summary of resources counties can utilize in planning the forum.

### Tab 5

- **A Prescription for Action: Local Leadership in Ending the Opioid Crisis:** A joint report from the National League of Cities and National Association of Counties.

All enclosed materials are available online at [www.ncacc.org/opioidforum](http://www.ncacc.org/opioidforum).





# County Leadership Forum on Opioid Abuse

## Suggested Roles & Responsibilities

### 1. COMMISSION CHAIR

The role of the Chair is to provide public leadership in addressing the opioid epidemic. The Chair's responsibilities include:

- Talk with your county manager about the Leadership Forum on Opioid Abuse concept, review the enclosed materials in the box and discuss the list of forum invitees.
- Include a discussion about this request on the agenda of your next Board of Commissioners' meeting. If possible at that time, set a proposed date for the Forum in your county;
- Send letters of invitation to municipal elected officials, school board members, judges, and your sheriff, and any other participants you want to include, being sure to include a physician (sample letter and addresses provided);
- Host the Forum, present a welcome and set the stage for the purpose of the meeting and desired outcomes.

### 2. COUNTY MANAGER

The role of the County Manager is to help the county commissioners execute their leadership Forum. The Manager's responsibilities include:

- Review the box materials, talk with your Chair, put it on your board's agenda for discussion;
- Call your public health director to let him/her know you have received the forum materials and decide next steps;
- Contact city/town managers in the county, the school superintendent(s), and sheriff, to enlist their support and assistance; find out whether any of these agencies have existing task forces or committees that could be valued partners in your forum;
- Coordinate the forum date with as many of these interested parties as possible to allow for maximum elected official participation, and inform the NCACC of the date so it can be added to the website (email: [communications@ncacc.org](mailto:communications@ncacc.org));
- Coordinate with your county clerk to ensure your invitation list is complete and accurate. The list can be expanded to suit the nature of your local forum;
- You may find it helpful to appoint a small planning group to help the public health director and LME representative with logistics and program development; agencies you might include could be law enforcement and a court official. (Sample program agenda provided);
- Designate a person to be the forum recorder. This person will be responsible for documenting the small group discussion reports. A follow-up report template is provided for this purpose.
- Coordinate with County Clerk if public notice is required, depending on expected number of commissioners in attendance.



## County Leadership Forum on Opioid Abuse

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### 3. LOCAL PUBLIC HEALTH DIRECTOR

The role of the Health Director is to connect all the key county partners (County Manager, LME Director or designee, Cooperative Extension Director or designee, County DSS Director) and take the lead in program planning. The leadership forum materials include facilitator instructions that detail the role and responsibilities of the facilitator. Your County Cooperative Extension Director will share the instructions with the facilitator once identified. The local Public Health Director's responsibilities include:

- Call the County Manager to let him/her know you are willing to provide lead support for the forum by working with the designated LME representative to develop the program content, materials, presentations, etc.
- Call your LME/MCO Chief Executive Officer to inform him/her that you are ready to begin the forum planning and to find out who the LME designee is to participate in your program. In most cases this will be the LME Medical Director or substance use specialist. If for any reason you have difficulty connecting with your LME Chief Executive Officer, reach out to your regional LME liaison. The liaisons are knowledgeable about the forums and have helped with the planning. A list of regional LME liaisons is included on the "Summary of Additional Resources" page enclosed in this packet.
- Connect with the LME designee to plan the program, schedule speakers, including the county DSS director, and contact the County Cooperative Extension Service Director who will help you to identify a facilitator, coordinate all presentations, technology needs, etc.
- Attend the commissioners' meeting(s) at which the forum concept is being discussed to speak about the importance of the forum and reiterate your support in making it a success.
- After invitation letters have been sent out from the Board of Commissioners, ask your Board of Health to send a follow-up letter encouraging the invitees to participate. It is especially important to have a few medical doctors involved, so if your Board of Health can encourage participation from the medical community it would be extremely helpful.
- Along with the LME designee, serve as the discussion leader in the room, including providing opening comments to set the stage for the discussion and handling participant introductions, consider consulting with your facilitator on how to handle introductions from a time management standpoint;
- In multi-county public health agencies, assign delegates to help you as needed;
- Work with the LME representative to collect all notes and worksheets generated during the forum and review and finalize the summary provided by the forum recorder and give a final report to the County Manager and NCACC (email: [communications@ncacc.org](mailto:communications@ncacc.org)).
- Send final report to all program participants with a "thank you" note.



## County Leadership Forum on Opioid Abuse

### **4. LOCAL MANAGEMENT ENTITY CHIEF EXECUTIVE OFFICER**

The role of the Local Management Entity CEO is to lend his/her leadership and active support to this project by doing the following:

- Designate an appropriate staff person who is a subject matter expert to partner with the Local Public Health Directors and County Managers in the catchment area to help plan and execute the forum program;
- Inform the LME/MCO Medical Director and encourage his/her involvement in the program;
- Represent the LME/MCO in as many county forums as your schedule permits.

### **5. LOCAL MANAGEMENT ENTITY REPRESENTATIVES**

The role of the LME designated staff representative is to collaborate with the Local Public Health Director to design the forum and speak as a part of the agenda presentations. Your responsibilities in this role include:

- Reach out to the public health directors in your assigned area to introduce yourself and offer your assistance;
- Along with your Local Public Health Directors, attend and speak at as many of the county commissioners' meetings as possible when the forum project will be presented;
- Help the public health director design agenda presentations that inform the elected officials in laymen's terms about addiction disorders and particularly, opioid addiction; be sure to include prevention methods as well as treatment and recovery options; use as much county-specific data as possible, referring to the county data sheet provided in the leadership forum materials;
- Prepare rosters of the substance use disorder prevention and treatment providers and agencies by county that can be used as handouts at the forums with which you are involved;
- Lend expert knowledge, advice and guidance to the forum discussions, including giving opening comments with the Health Director to set the stage for the discussion.
- Work with the Local Public Health Director to finalize the follow-up report and send to the County Manager.

### **6. COUNTY DIRECTOR OF SOCIAL SERVICES**

The role of the County Director of Social Services is to participate in the program, and do the following:

- Provide as much information as possible about the effect of the opioid epidemic on families and children in the county;
- Help lead the group discussions in which ideas will be generated to help with prevention, education, and treatment.
- After the Board of Commissioners sends out the letters of invitation, ask your Board of Social Services to follow-up with a simple card or letter to the invitees reiterating the



## County Leadership Forum on Opioid Abuse

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importance of dealing with the opioid issue to the families in your county and encouraging them to participate.

### 7. FACILITATOR

The role of the facilitator is to help process the group decision-making that takes place as a part of the table-top exercise. A detailed facilitator guide is enclosed in this packet.

- Sticky notes and Idea Generation Worksheets should be available on each table;
- Participate in the opening comments by describing how the materials will be used in the small group discussions.
- Oversee the group discussions and reports, call on groups to report their ideas, engage the assistance of the Public Health Director and LME representative in helping point out any common themes or recommended approaches, summarize actions and collect the idea worksheets.

#### Identifying a Facilitator:

This process does not require or demand that the facilitator have any knowledge about this topic, but rather that they have the skills to help the group process their ideas into an action plan.

You may already have someone on your County staff or someone else involved in the project who is ideal for facilitating this discussion.

Many, but not all, of the County Cooperative Extension Offices have trained facilitators on local staff or can help identify a CES-trained person to help facilitate group discussions reflected on the sample agenda. Contact your County Cooperative Extension Director to connect the Local Public Health Director to the closest CES trained facilitator.

In addition, the NC Office of State Human Resources – Talent Management division offers facilitation to public employment divisions. Contact (919) 733-2601.



# County Leadership Forum on Opioid Abuse

## Logistical Considerations

**Venue:** The ideal location is one that is easy to get to and has ample parking. If at all possible, use a room with ample natural light, which helps participants maintain focus and energy.

**Timing:** The suggested model is a morning meeting, simply because people are fresher and have fewer distractions early in the day. HOWEVER, whatever time of day gets the most attendees present is the right way to go.

**Room Set:** There will be small group discussions during the agenda, so it will be important for attendees to be able to hear and converse with each other. Use crescent rounds for the room set if possible. If rounds are not available, consider placing rectangular tables back-to-back to form a small square.

**Participant Table Assignments:** Participants should be assigned to sit with individuals they do not routinely work with or interact with. The objective is for each table to have a good mix of viewpoints and interests. This enriches the learning for the attendees and helps create a greater diversity of ideas.

- One way to do this is to use colored tent cards to number the tables, and put coordinating sticky dots on name badges alternating commissioners, municipal officials, school board members, law enforcement officers, judicial officials, hospital officials, doctors, etc.

**Technology:** Laptop, screen, and projector are the basic technology needs. Depending on the size of the room and number of attendees, microphones may be useful.

**Basic Materials:** At each chair, place small yellow sticky pads with pens or pencils; on each table place 3-5 Idea Generation Worksheets.

**Optional Materials:** Confer with Facilitator and Health Director on selected group process before deciding whether these are needed:

- Sticky-backed flip charts on easels (2)
- Wide-tipped Markers

**Food/Beverage:** The agenda is designed in a way that allows the program to be held without a hot meal. Remember though that food equals energy, so you might want to consider providing coffee, sodas, water, and some sweet and savory snacks upon arrival and at a break.

Agenda Item # 9.

We need to either recess this meeting until June 29 or we will post a special meeting to close out the Fiscal Year for 2017.

I may also have a couple other time sensitive items for that night such as a couple subdivision approvals from the Planning Board.

Agenda Item # 10

Water Treatment Plant Test Well bid award

We will need a motion to approve.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Unanimous \_\_\_\_\_

YEA Votes: Wiggins \_\_\_\_\_ Haddock \_\_\_\_\_ Riggs \_\_\_\_\_  
Koonce \_\_\_\_\_ Emory \_\_\_\_\_

**BID TABULATION  
JONES COUNTY  
CONTRACT NO. 10 - EVERETT SITE TEST WELLS 1 AND 2  
JUNE 15, 2017**

Item	Description	Contractor Address		Magette Well & Pump Co. Ahoskie, NC		A.C. Schultes of Carolina, Inc. Wallace, NC		Skippers Well Drilling & Pump Leland, NC	
		Qty	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	Mobilization	1	LS	2,000.00	2,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2.	BORROW MATERIAL for stabilization and access as authorized by ENGINEER	50	CY	15.00	750.00	20.00	1,000.00	25.00	1,250.00
3.	Drill test hole 1 to design depth and complete electric log (Do not drill into Beaufort confining unit estimated at depth of 274 ft.)	270	LF	24.00	6,480.00	50.00	13,500.00	40.00	10,800.00
4.	Drill test hole 2 to design depth and complete electric log (Do not drill into Beaufort confining unit estimated at depth of 274 ft.)	270	LF	24.00	6,480.00	50.00	13,500.00	40.00	10,800.00
5.	Following review of log with ENGINEER for test well 1 design, provide and install 4" PVC Gravel Packed Test Well Casing as per State Standards (3' Above Ground)	233	LF	51.00	11,883.00	35.00	8,155.00	75.00	17,475.00
6.	Provide and install 4" PVC Screens (.050" slot between 225' - 265') and Gravel Pack (#3 Southern Products) for Test Well 1 as per State Standards	40	LF	10.00	400.00	100.00	4,000.00	50.00	2,000.00
7.	Following review of log with ENGINEER for test well 2 design, provide and install 4" PVC Gravel Packed Test Well 2 Casing as per State Standards (3' Above Ground)	233	LF	51.00	11,883.00	35.00	8,155.00	75.00	17,475.00



**BID TABULATION  
JONES COUNTY  
CONTRACT NO. 10 - EVERETT SITE TEST WELLS 1 AND 2  
JUNE 15, 2017**

Item	Description	Contractor Address		Magette Well & Pump Co. Ahoskie, NC		A.C. Schultes of Carolina, Inc. Wallace, NC		Skippers Well Drilling & Pump Leland, NC	
		Qty	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total
8.	Provide and install 4" PVC Screens (.050" slot between 225' - 265') and Gravel Pack (#3 Southern Products) for Test Well 2 as per State Standards	40	LF	10.00	400.00	100.00	4,000.00	50.00	2,000.00
9.	100 GPM 24 Hour Pump Test (test well must be developed for a minimum of 12 hours) to include 12 Hour Recovery for Test Well 1. Contractor to monitor water levels in both test wells 1 and 2 during 24 hour pump test and recovery	1	EA	6,600.00	6,600.00	6,500.00	6,500.00	10,000.00	10,000.00
10.	100 GPM Hour Pump Test (test well must be developed for a minimum of 12 hours) to include 12 Hour recovery for Test Well 2. Contractor to monitor water levels in both test wells 1 and 2 during 24 hour pump test and recovery. Pump test for Test Well 2 shall be at least 72 hours following Pump Test for Test Well 1	1	EA	6,600.00	6,600.00	6,500.00	6,500.00	16,000.00	16,000.00
11.	LABORATORY WATER ANALYSES FOR INORGANIC SERIES (for water sample sets from test well)	2	EA	430.00	860.00	475.00	950.00	400.00	800.00
12.	LABORATORY WATER ANALYSES FOR ASBESTOS (for water sample sets from test well)	2	EA	180.00	360.00	200.00	400.00	150.00	300.00
13.	LABORATORY WATER ANALYSES FOR RADIOLOGICAL SERIES (for water sample sets from test well)	2	EA	380.00	760.00	400.00	800.00	350.00	700.00

**BID TABULATION  
JONES COUNTY  
CONTRACT NO. 10 - EVERETT SITE TEST WELLS 1 AND 2  
JUNE 15, 2017**

Item	Description	Contractor Address		Magette Well & Pump Co. Ahoskie, NC		A.C. Schultes of Carolina, Inc. Wallace, NC		Skippers Well Drilling & Pump Leland, NC	
		Qty	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total
14.	LABORATORY WATER ANALYSES FOR TRIHALOMETHANE FORMATION POTENTIAL (for water sample sets from test well)	2	EA	230.00	460.00	250.00	500.00	200.00	400.00
15.	LABORATORY WATER ANALYSES FOR VOLATILE ORGANIC CHEMICAL SERIES (for water sample sets from test well)	2	EA	155.00	310.00	150.00	300.00	125.00	250.00
16.	LABORATORY WATER ANALYSES FOR SYNTHETIC ORGANIC CHEMICAL SERIES	2	EA	725.00	1,450.00	850.00	1,700.00	725.00	1,450.00
17.	ALLOWANCE FOR SERVICES PROVIDED BY McDAVID ASSOCIATES, INC. TO ESTABLISH WELL CASING STICK-UP ELEVATION TO NGVD AND FOR STAKING WELL LOCATIONS	1	AL	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
18.	ALLOWANCE FOR SERVICES PROVIDED BY HYDROLOGIST SELECTED BY OWNER	1	AL	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
19.	WELL ABANDONMENT AS PER STATE STANDARDS (ENGINEER MAY ELECT TO KEEP TEST WELLS IF DEEMED SUCCESSFUL)	2	EA	1,400.00	2,800.00	750.00	1,500.00	2,000.00	4,000.00
20.	CRUSHED AGGREGATE BASE COURSE (CABC) FOR ACCESS ROAD AS AUTHORIZED BY ENGINEER	100	Tons	40.00	4,000.00	40.00	4,000.00	50.00	5,000.00

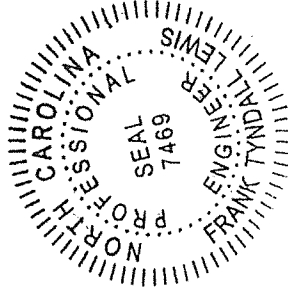
BID TABULATION  
JONES COUNTY  
CONTRACT NO. 10 - EVERETT SITE TEST WELLS 1 AND 2  
JUNE 15, 2017

Item	Description	Contractor Address		Magette Well & Pump Co. Ahoskie, NC		A.C. Schultes of Carolina, Inc. Wallace, NC		Skippers Well Drilling & Pump Leland, NC	
		Qty	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total
21.	CLEAR AND GRUB SITE AS REQUIRED TO CONSTRUCT TEST WELLS	1	LS	3,000.00	3,000.00	5,000.00	5,000.00	15,000.00	15,000.00
	<b>TOTAL UNIT PRICE BASE BID</b>				<b>\$78,476.00</b>		<b>\$96,460.00</b>		<b>\$131,700.00</b>

I, F. Tyndall Lewis, certify that this tabulation sheet is correct to the best of my knowledge and belief.

Frank Tyndall Lewis  
Signature

6/15/2017  
Date



## Agenda Item # 11

We need a motion to go into Closed Session to get an update on the John Hall vs Jones County Case.